eSSO User Guide

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Table of Contents

Listing of Figures

1 Introduction

The purpose of this document is to illustrate the use of the SSO (Sanitary Sewer Overflow) Module in the E2 system. This document is written for those with a basic understanding of the E2 system.

2 Submission of an SSO Report in E2 by Facility User

2.1 SSO Reporting Requirements

In order for a facility user to be eligible to submit an SSO Report, the user must first have been granted permission to have their facility user account set up such they are able to submit SSO Reports for desired facilities. To apply for access to submit SSO Reports, the facility user must submit an application form, which can be found in the "Facility Participation Package." The "Facility Participation Package" can be found by accessing the E2 Reporting System website homepage.

The following image shows the location of the "Facility Participation Package" on this page:

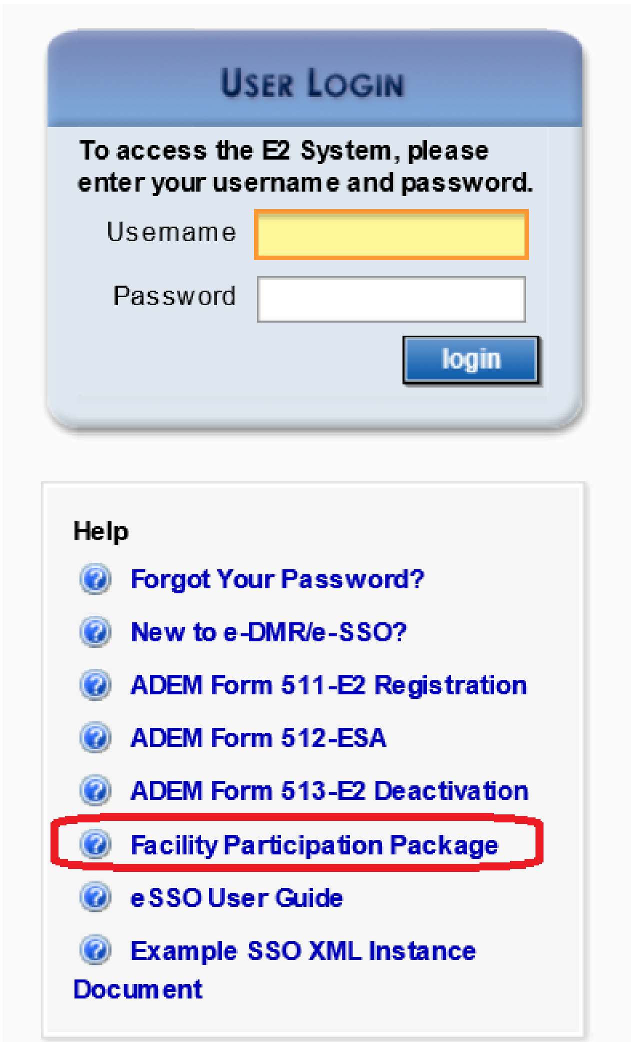


Figure 1: Facility Participation Package Link on E2 System Homepage

Clicking the "Facility Participation Package" link opens the "Facility Participation Package" document in a PDF file. The SSO Access Request form is located in the Appendix of "Facility Participation Package" document.

2.2 Creating a New SSO Report

Once logged into the E2 Reporting System, the facility user can click the "Create a New Report" option listed under the "Report Management" panel on the left side of the screen.

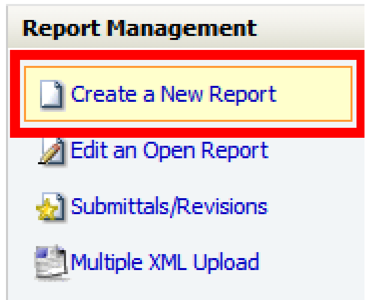


Figure 2: "Create a New Report" menu option in E2 Reporting System

Clicking the "Create a New Report" option displays the following page:

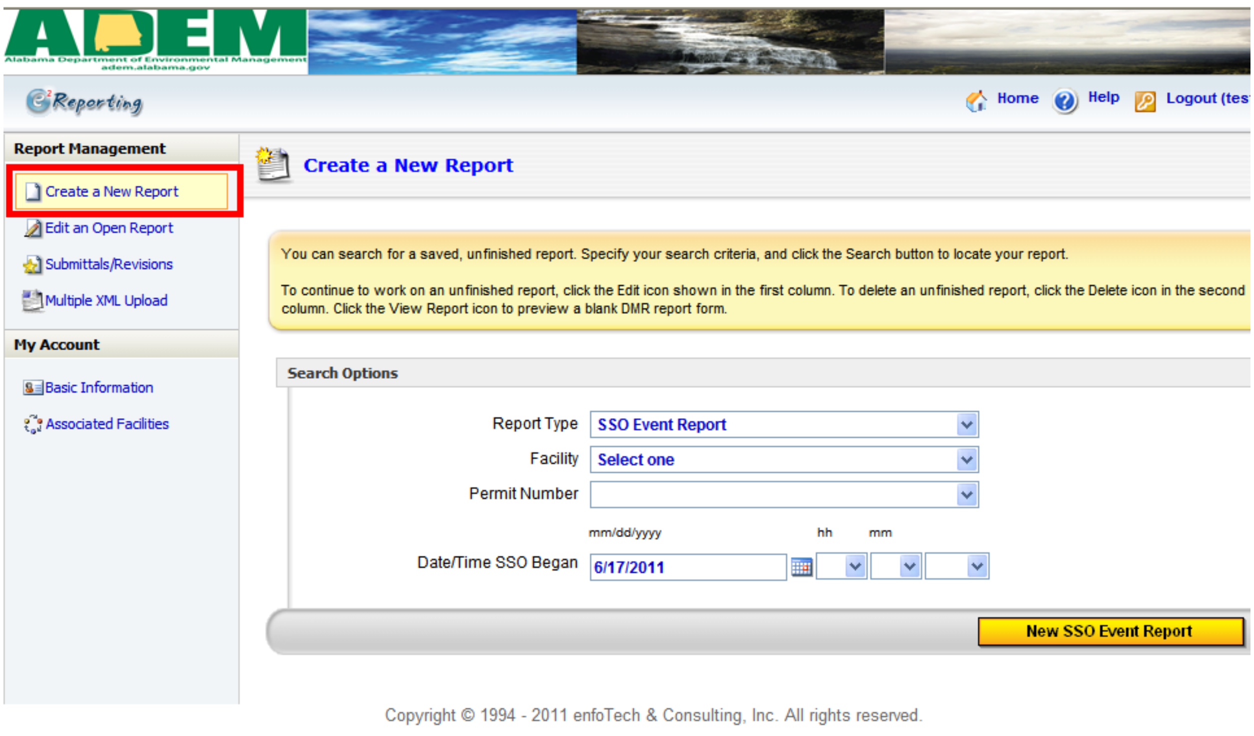


Figure 3: Create a New SSO Report Screen

This "Create a New Report" page has the following fields:

- "Report Type" 

    - The facility user can select the "Report Type" using the drop down combo box provided.
    - The choice "SSO Event Report" should be selected for an SSO Report.
    - If the facility user does not have either "SSO Viewer", "SSO Preparer", or "SSO Certifier" role, the "SSO Event Report" option from the "Report Type" drop down combo box is not available. Thus, a facility user cannot create an SSO Report unless he/she has either "SSO Preparer" or "SSO Certifier" role.

- "Facility"
  - The facility user can select the desired "Facility" using the drop down combo box provided.
  - A "Facility" must be selected from the drop down combo box provided in order for "Permits" to be listed in the "Permit Number" drop down combo box.

- "Permit Number"
  - The facility user can select the desired "Permit Number" using the drop down combo box provided.
  - If no Permits are associated with the Facility selected, no options appear in the "Permit Number" drop down combo box.
  - If the facility user fails to select a Facility, no options appear in the "Permit Number" drop down combo box.
  - The "Permit Number" drop down combo box must be populated in order to continue.
    - Failure to fill the "Permit Number" drop down combo box results in the error message: "This field is required."

      This field is required.

- "Date / Time SSO Began"

  - The "mm/dd/yyyy" text box is automatically populated with the current date.
    - The user can select a different date by:
      - Clicking the Date Selection Calendar and selecting the desired date *or*
      - Directly entering the desired date in the "mm/dd/yyyy" text box
    - The "time" fields consist of three drop down combo boxes: "hh," "mm," and "AM/PM". These three drop down combo boxes must be populated by selecting the appropriate values.
    - Both the "mm/dd/yyyy" text box and all of the "time" fields must be populated in order to continue.
      - Failure to fill the "mm/dd/yyyy" text box results in the error message: "Date required."

        Date required.
      - Failure to fill the "hh" drop down combo box results in the error message: "Hour required."

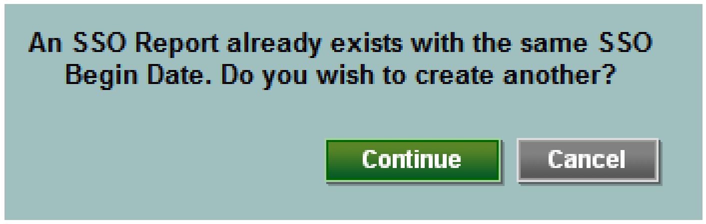
        Hour required.
      - Failure to fill the "mm" drop down combo box results in the error message: "Minute required."

        Minute required.
      - Failure to fill the "AM/PM" drop down combo box results in the error message: "AM/PM required."

        AM/PM required.

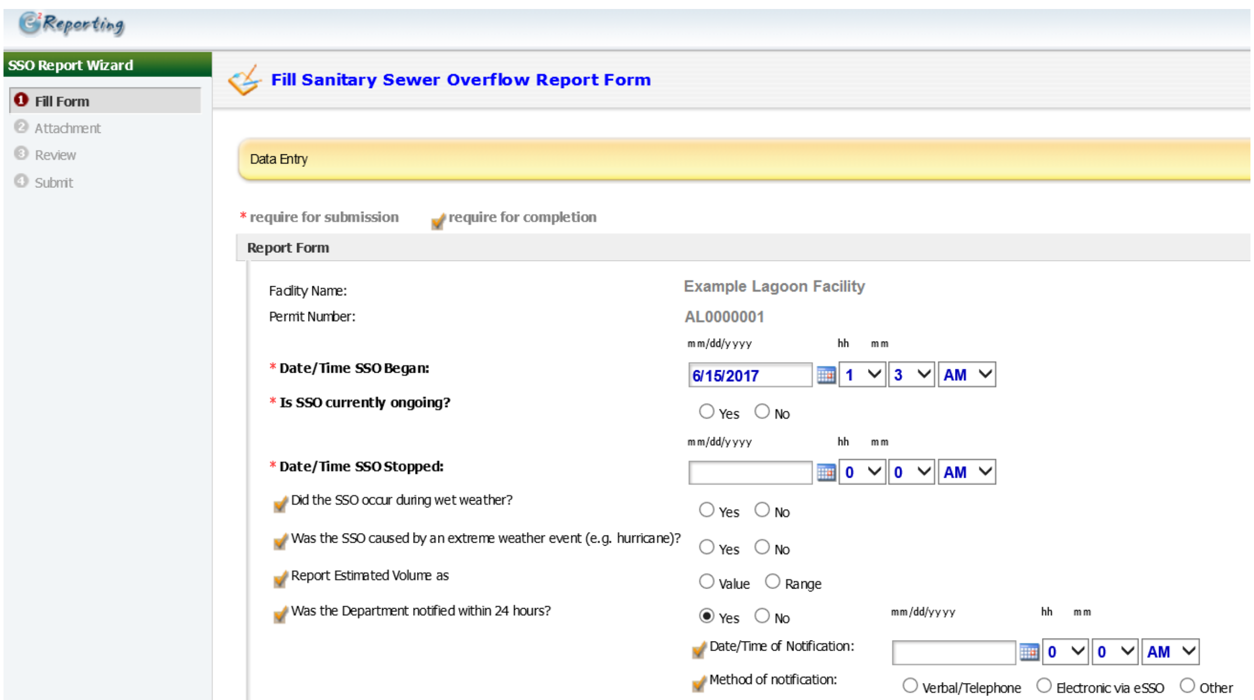
After appropriately populating the fields listed above, the facility user can click on the "New SSO Event Report" button to open the "SSO Report Form" Screen:

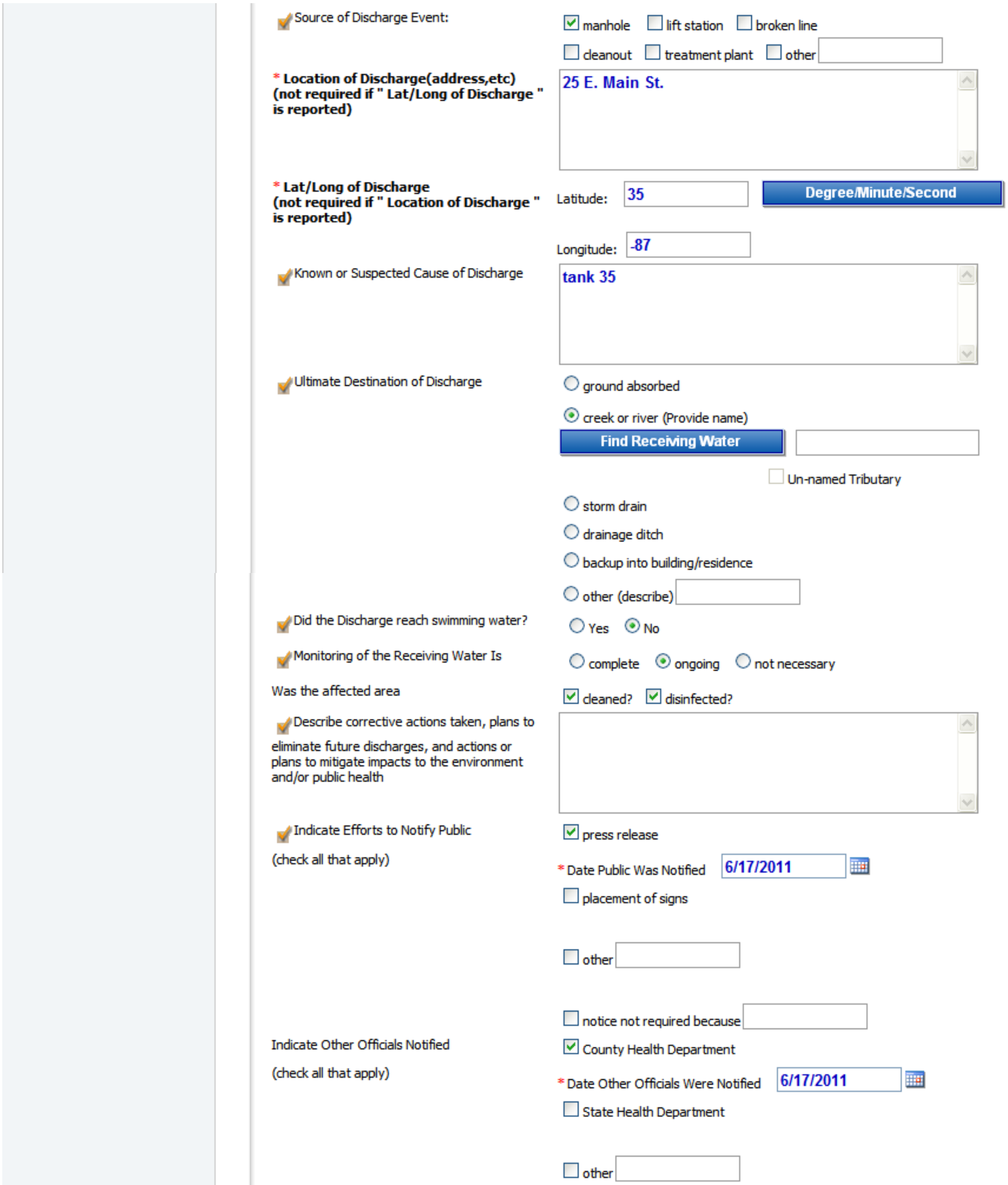
When the facility user clicks the "New SSO Event Report" button, the system checks to see if an SSO Report with the same "SSO Begin Date" already exists in the system. If a report does exist with the same "SSO Begin Date," the system prompts: "An SSO Report already exists with the same SSO Begin Date. Do you wish to create another?"



2.3 SSO Report Online Data Entry Screen

After the "New SSO Event Report" button is clicked, the "SSO Report Form" screen is opened, as displayed in the following figure:





Source of Discharge Event: ☑ manhole ☐ lift station ☐ broken line ☐ cleanout ☐ treatment plant ☐ other

* Location of Discharge(address,etc) (not required if " Lat/Long of Discharge " is reported): 25 E. Main St.

* Lat/Long of Discharge (not required if " Location of Discharge " is reported): Latitude: 35 Degree/Minute/Second Longitude: -87

Known or Suspected Cause of Discharge: tank 35

Ultimate Destination of Discharge:
○ ground absorbed
◉ creek or river (Provide name) Find Receiving Water
☐ Un-named Tributary
○ storm drain
○ drainage ditch
○ backup into building/residence
○ other (describe)

Did the Discharge reach swimming water? ○ Yes ◉ No

Monitoring of the Receiving Water Is: ○ complete ◉ ongoing ○ not necessary

Was the affected area: ☑ cleaned? ☑ disinfected?

Describe corrective actions taken, plans to eliminate future discharges, and actions or plans to mitigate impacts to the environment and/or public health

Indicate Efforts to Notify Public (check all that apply):
☑ press release
* Date Public Was Notified 6/17/2011
☐ placement of signs
☐ other
☐ notice not required because

Indicate Other Officials Notified (check all that apply):
☑ County Health Department
* Date Other Officials Were Notified 6/17/2011
☐ State Health Department
☐ other

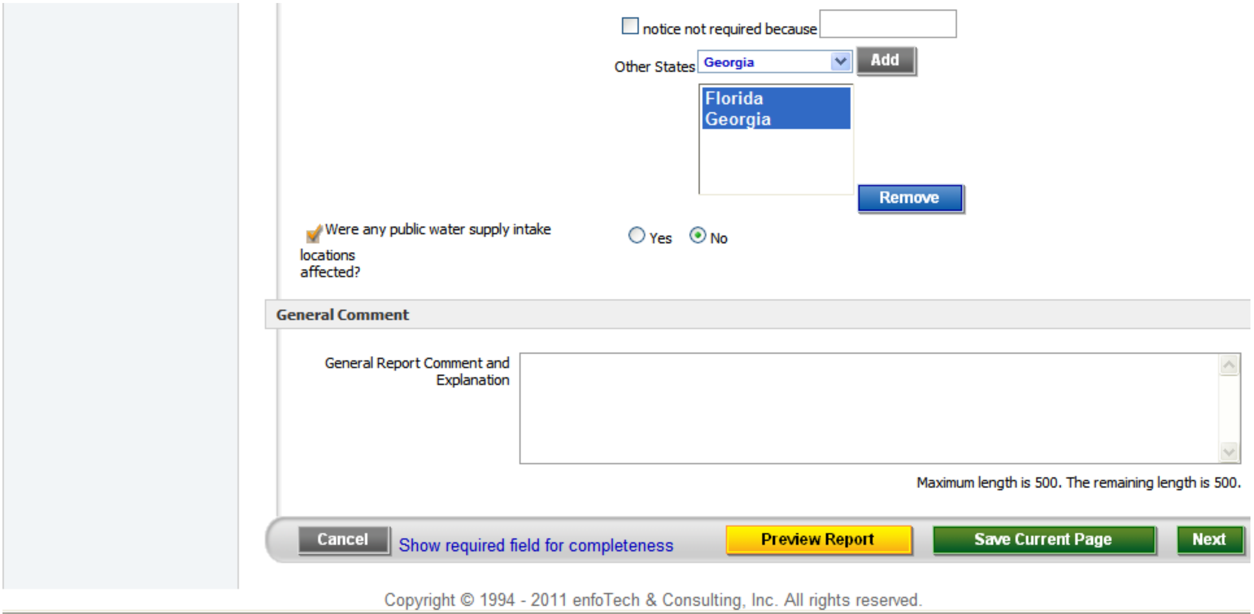
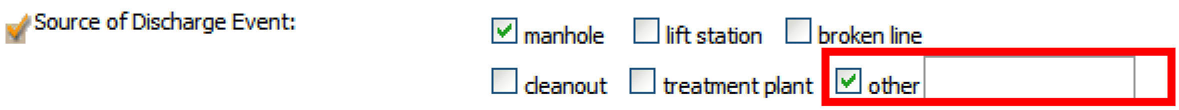


Figure 4: SSO Report Online Data Entry Screen

- Fields on the "SSO Report Form" that are required for submission are indicated by red asterisks: *. The following fields are required:
  - "Date / Time SSO Began:"
  - "Date / Time SSO Stopped:"
    - "Is SSO currently ongoing?" check box can fulfill this requirement.
  - Either "Location of Discharge (address, etc)" *or* "Lat/Long of Discharge"
  - Any text box next to a radio button or check box option.
    - For example, if the "other" box is checked for "Source of Discharge Event:" then the text box next to the "other box is required to be populated.



- Fields on the "SSO Report Form" that are required for the status of the SSO Report to be considered "Complete" are indicated by a "check mark" image: .
  - These fields which are required for completeness can also be viewed in a PDF file by clicking the "Show required field for completeness" link at the bottom of the "SSO Report Form" screen.

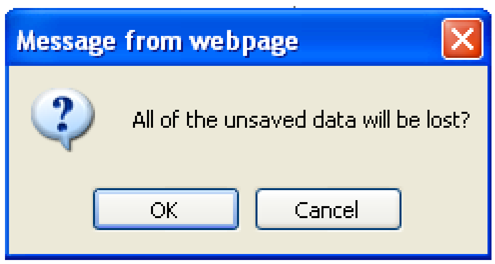
    Show required field for completeness
  - The status of the SSO Report will be "Incomplete" until all of these fields are completed.

The following buttons and links are provided on the "SSO Report Form," at the bottom of the screen:

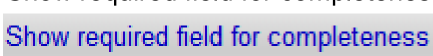
- "Cancel"

  - The "Cancel" button will exit the online data entry form and any data shown on the screen will not be saved.
  - Pressing the "Cancel" button will prompt the facility user: "All of the unsaved data will be lost?"

- "Show required field for completeness"

  - This link, if clicked by the facility user, will open a PDF file which lists the fields required for the SSO Report to be considered "complete."
  - These required fields are also indicated on the "SSO Report Form" with a "check mark" image:

- "Preview Report"

  - The "Preview Report" button displays a printer-friendly pop-out screen of the SSO Report.

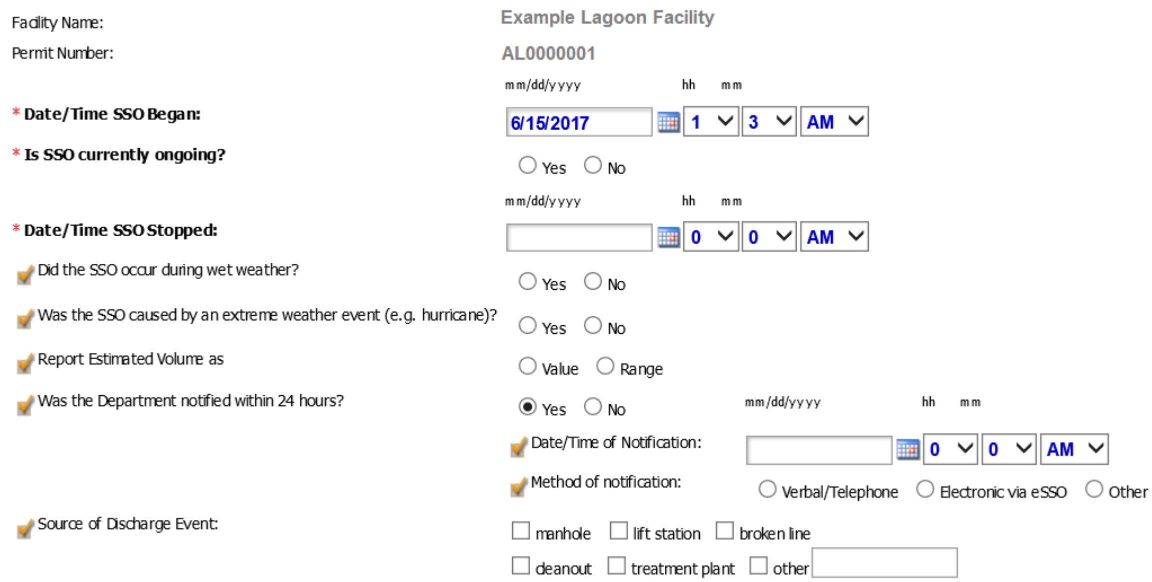


Figure 5: SSO Preview Report Screen

- "Save Current Page"

  - The "Save Current Page" button, if clicked, saves any/all data entered on the "SSO Report Form" screen.
  - If the "Save" is successful, the message: "Successfully saved SSO report!" appears at the *top* of the "SSO Report Form" screen.

- "Next"

  - The "Next" button advances the facility user to the next screen in succession, the "Attachment" screen.
  - If the "Next" button is pressed before all of the required fields are completed on the "SSO Report Form" screen, the system displays a message relaying this information at the *top* of the "SSO Report Form" screen:

The following sections describe, in detail, the various components of the "SSO Report Form" screen in sequence as the facility user moves down the screen.

2.3.1 Facility Name

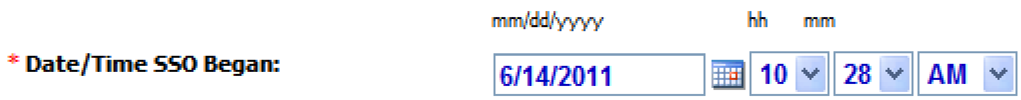
The "Facility Name" field is populated based upon the facility already selected by the facility user on the "Create a New Report" screen. It is a read-only field, and cannot be edited by the facility user.

2.3.2 Permit Number

The "Permit Number" field is populated based upon the permit already selected by the facility user on the "Create a New Report" screen. It is a read-only field, and cannot be edited by the facility user.

2.3.3 Date / Time SSO Began

The "Date / Time SSO Began" field is automatically populated with the date and time that the facility used entered on the "Create a New Report" screen.

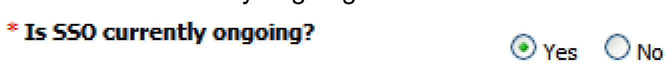


- The "Date / Time SSO Began" field can be updated by the facility user.
  - The "mm/dd/yyyy" field can be updated by either clicking the Date Selection Calendar and selecting the desired date, *or* by directly entering the desired date in the "mm/dd/yyyy" text box.
    - If the facility user enters a date in improper format, the message "SSO Start date format is incorrect" appears at the *top* of the screen when the "Save Current Page" **Save Current Page** button or the "Next" **Next** button at the bottom of the screen is pressed.

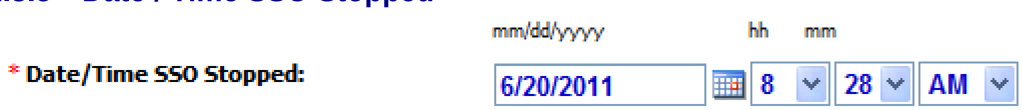
      SSO Start date format is incorrect
  - The "time" fields consist of three drop down combo boxes: "hh," "mm," and "AM/PM." These three field values can be changed by selecting the appropriate values from the drop down combo boxes provided.

2.3.4 Is SSO currently ongoing?

The "Is SSO currently ongoing?" field consists of the radio button options "Yes" and "No."



2.3.5 Date / Time SSO Stopped



- The "Date / Time SSO Stopped" field can be updated by the facility user.
  - The "mm/dd/yyyy" field can be updated by either clicking the Date Selection Calendar and selecting the desired date, *or* by directly entering the desired date in the "mm/dd/yyyy" text box.
    - If the facility user enters a date in improper format, the message "SSO Stopped date format is incorrect" appears at the *top* of the screen when the "Save Current Page" **Save Current Page** button or the "Next" **Next** button at the bottom of the screen is pressed.

      SSO Stopped date format is incorrect

- If the facility user enters a date the is before the "Date / Time SSO Began," the message: "'Date/Time SSO Stopped' can't be earlier than 'Date/Time SSO Began'" is displayed at the *top* of the screen when the "Next" **Next** button at the bottom of the screen is pressed:

  *** 'Date/Time SSO Stopped' can't earlier than 'Date/Time SSO Began'.**

  - The "time" fields consist of three drop down combo boxes: "hh," "mm," and "AM/PM." These three field values can be changed by selecting the appropriate values from the drop down combo boxes provided.
- The "Date / Time SSO Stopped" field is only displayed if the "Is SSO currently ongoing?" field is answered with "No."

  * **Is SSO currently ongoing?** ○ Yes ◉ No

2.3.6 Did the SSO occur during wet weather?

The "Did the SSO occur during wet weather?" field consists of the radio button options "Yes" and "No."

Did the SSO occur during wet weather? ○ Yes ○ No

2.3.7 Was the SSO caused by an extreme weather event (e.g. hurricane)?

The "Was the SSO caused by an extreme weather event (e.g. hurricane)?" field consists of the radio button options "Yes" and "No."

If "Yes" is selected, please describe the nature of the extreme weather event.

Was the SSO caused by an extreme weather event (e.g. hurricane)? ◉ Yes ○ No

* If yes, describe of the nature of the extreme weather event:

2.3.8 Reporting Estimated Volume

The "Report Estimated Volume as" field has radio buttons with two options which the facility user can choose: "Value" or "Range".

Report Estimated Volume as ◉ Value ○ Range

- If the facility user selects the "Value" option, a text box is displayed, where the facility user can enter the "Estimated Volume" in number of gallons discharged.

  Estimated Volume ______ gallons

  - When the "Value" option is selected, the system saves the entered value as both a value and a range.
- If the facility user selects the "Range" option, a field with radio buttons is displayed. The facility user can pick the option that best describes the range of the discharged volume.

  Estimated Volume

○ <1,000 gal	○ 1,000 >= gallons < 10,000	○ 10,000 >= gallons < 25,000
○ 25,000 >= gallons < 50,000	○ 50,000 >= gallons < 75,000	○ 75,000 >= gallons < 100,000
○ 100,000 >= gallons < 250,000	○ 250,000 >= gallons < 500,000	○ 500,000 >= gallons < 750,000
○ 750,000 >= gallons < 1,000,000		

- If "Value" is selected for the "Report Estimated Volume as" field, the "Range" radio buttons are not visible. If "Range" is selected for the "Report Estimated Volume as" field, the "Value" text box is not visible.

2.3.9 Was the Department notified within 24 hours

The "Was the Department notified within 24 hours?" field provides radio buttons with "Yes" and "No" options.

Was the Department verbally notified? (If report online, verbal notification is not required) Yes No

- If the option "Yes" is selected, more fields are displayed for the facility user to enter further details about the notification. These fields are as follows:
  - "Date / Time notified:"

    Date/Time notified: 6/17/2011 4 27 PM

    - The "mm/dd/yyyy" field can be updated by either clicking the Date Selection Calendar and selecting the desired date, *or* by directly entering the desired date in the "mm/dd/yyyy" text box.
      - If the facility user enters a date in improper format, the message "Department verbally notified date format is incorrect" appears at the *top* of the screen when the "Save Current Page" Save Current Page button or the "Next" Next button at the bottom of the screen is pressed.

        Department verbally notified date format is incorrect
    - The "time" fields consist of three drop down combo boxes: "hh," "mm," and "AM/PM." These three field values can be changed by selecting the appropriate values from the drop down combo boxes provided.
  - "Method of Notification:"

    Method of notification: Verbal/Telephone Electronic via eSSO Other

    If If notification was not submitted via eSSO, please provide the "Person that verbally notified" and "Phone Number"
  - "Person that verbally notified:"
    - Field contains a text box where the facility user can enter the name of the person verbally notified.

      Person that verbally notified: John Smith
  - "Phone Number:"
    - Field contains a text box where the facility user can enter a phone number for the person verbally notified.

      Phone Number: 123-456-7890

2.3.10 Source of Discharge Event

The "Source of Discharge Event:" field contains potential entries which can be selected with check boxes.

Source of Discharge Event: (check all that apply) manhole lift station broken line cleanout treatment plant other Test

- Multiple options can be selected.
- If the option “other” is selected, the text box next to the “other” option becomes enabled for the facility use to enter details of the discharge event.
    - If the option “other” is not selected, the text box next to the “other” option remains disabled.
        - If the “other” option is selected, the text box next to the “other” option is required to continue. If the facility user clicked the “Next” Next button at the bottom of the screen without populating the text box next to the “other” option, the message: “Should specify the source when ‘Other’ is checked under the ‘Source of Discharge Event’ section.” is displayed at the *top* of the screen.

*** Should specify the source when 'Other' is checked under the 'Source of Discharge Event' section.**

2.3.11 Location of Discharge

The “Location of Discharge” field provides a text box for the facility user to enter details of the location of the discharge.

Location of Discharge(address,etc)	Test for Location of Discharge

- The “Location of Discharge” is a required field.
    - If the facility user clicked the “Next” Next button at the bottom of the screen without populating either the “Location of Discharge” field, the message: “’Location of Discharge’ is required for submission and completion.” is displayed at the *top* of the screen.

2.3.12 Lat / Long of Discharge

The “Lat / Long of Discharge” field allows the facility user to enter the Latitude and Longitude coordinates of the discharge event in decimal form. Two text boxes are provided, to enter each of the “Latitude” and “Longitude” coordinates.

* **Lat/Long of Discharge**	Latitude:	35.000000	Click Here To Enter Degree/Minute/Second
	Longitude:	-84.850000	

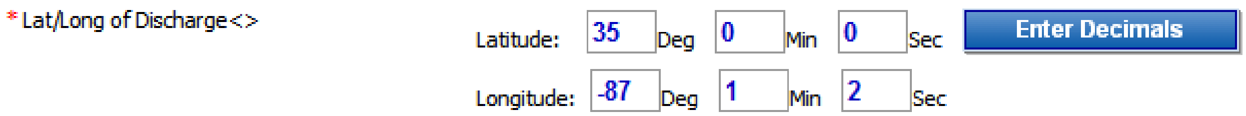
- The “Latitude” entered must be between 30.2160 and 35.0000. If it is not within this range, the facility user will not be able to continue with the report by clicking the “Save Current Page” Save Current Page button or the “Next” Next button at the bottom of the screen.
    - If either of these buttons are clicked when the latitude is not within the specified range, the facility user will see the message “latitude format is incorrect (30.2160 ~ 35.0000)” displayed at the *top* of the page.

latitude format is incorrect (30.2160 ~ 35.0000)

- The “Longitude” entered must be between -88.4500 and -84.8500 If it is not within this range, the facility user will not be able to continue with the report by clicking the “Save Current Page” Save Current Page button or the “Next” Next button at the bottom of the screen.
    - If either of these buttons are clicked when the longitude is not within the specified range, the facility user will see the message “longitude format is incorrect (-88.4500 ~ -84.8500)” displayed at the *top* of the page.

Longitude format is incorrect (-88.4500 ~ -84.8500)

- The facility user can also choose to enter the coordinates in the format "Degree/Minute/Second" by clicking the button: Degree/Minute/Second.
  - After clicking the "Degree/Minute/Second" button, the "Lat / Long of Discharge" field changes appearance to the following layout:



  - The facility user can enter the "Degrees," "Minutes," and "Seconds" for the Latitude and the Longitude in the appropriate text boxes provided.
    - The "Latitude" entered must still be between 30.2160 and 35.0000. If it is not within this range, the facility user will not be able to continue with the report by clicking the "Save Current Page" Save Current Page button or the "Next" Next button at the bottom of the screen.
      - If either of these buttons are clicked when the latitude is not within the specified range, the facility user will see the message "latitude format is incorrect (30.2160 ~ 35.0000)" displayed at the *top* of the page.

        latitude format is incorrect (30.2160 ~ 35.0000)

    - The "Longitude" entered must still be between -88.4500 and -84.8500 If it is not within this range, the facility user will not be able to continue with the report by clicking the "Save Current Page" Save Current Page button or the "Next" Next button at the bottom of the screen.
      - If either of these buttons are clicked when the longitude is not within the specified range, the facility user will see the message "longitude format is incorrect (-88.4500 ~ -84.8500)" displayed at the *top* of the page.

        Longitude format is incorrect (-88.4500 ~ -84.8500)

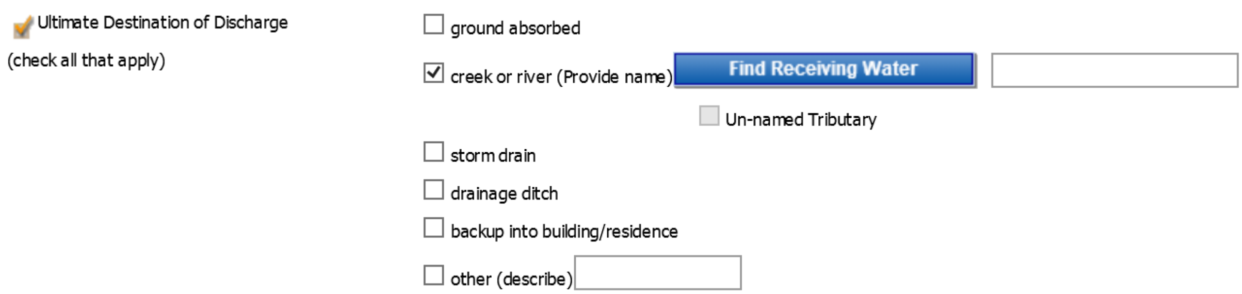
  - The facility user can return to the 'Decimal" entry format by clicking the "Enter Decimals" button: Enter Decimals.
  - Although the facility user is allowed to enter the coordinated as "Degrees," "Minutes," and "Seconds," the data is always saved by the system in Decimal format.

2.3.13 Known or Suspected Cause of Discharge

The "Known or Suspected Cause of Discharge" field provides a text box where the facility user can enter information about the cause of the discharge:

2.3.14 Ultimate Destination of Discharge

The "Ultimate Destination of Discharge" field provides radio buttons for the facility use to select the destination of the discharge.



- Multiple selections is allowed.
- If the option "other (describe)" is not selected, the text box next to the "other (describe)" option remains disabled.
    - If the "other (describe)" option is selected, the text box next to the "other (describe)" option is required to continue. If the facility user clicked the "Next"  button at the bottom of the screen without populating the text box next to the "other (describe)" option, the message: "Need to specify other destination of discharge for report submission when 'other' is checked under 'Ultimate Destination of Discharge' section." is displayed at the *top* of the screen.

*** Need to specify other destination of discharge for report submission when 'other' is checked under 'Ultimate Destination of Discharge' section.**

- If the option "creek or river (Provide name)" is not selected, the text box next to the "creek or river (Provide name)" option remains disabled. Additionally, the "Find Receiving Water" button and the "Un-named Tributary" check box are disabled unless the option "creek or river (Provide name)" is selected by the facility user.
    - If the "creek or river (Provide name)" option is selected, the text box next to the "creek or river (Provide name)" option is required to continue. If the facility user clicked the "Next"  button at the bottom of the screen without populating the text box next to the "creek or river (Provide name)" option, the message: "Must provide name if 'creek or river' is checked under 'Ultimate Destination of Discharge' section." is displayed at the *top* of the screen.

*** Must provide name if 'creek or river' is checked under 'Ultimate Destination of Discharge' section.**

- If the "creek or river (Provide name)" option is selected, the text box next to the "creek or river (Provide name)" cannot be populated directly by the facility user. Instead, the facility user must click the "Find Receiving Water"  button. Clicking this button displays the following window:

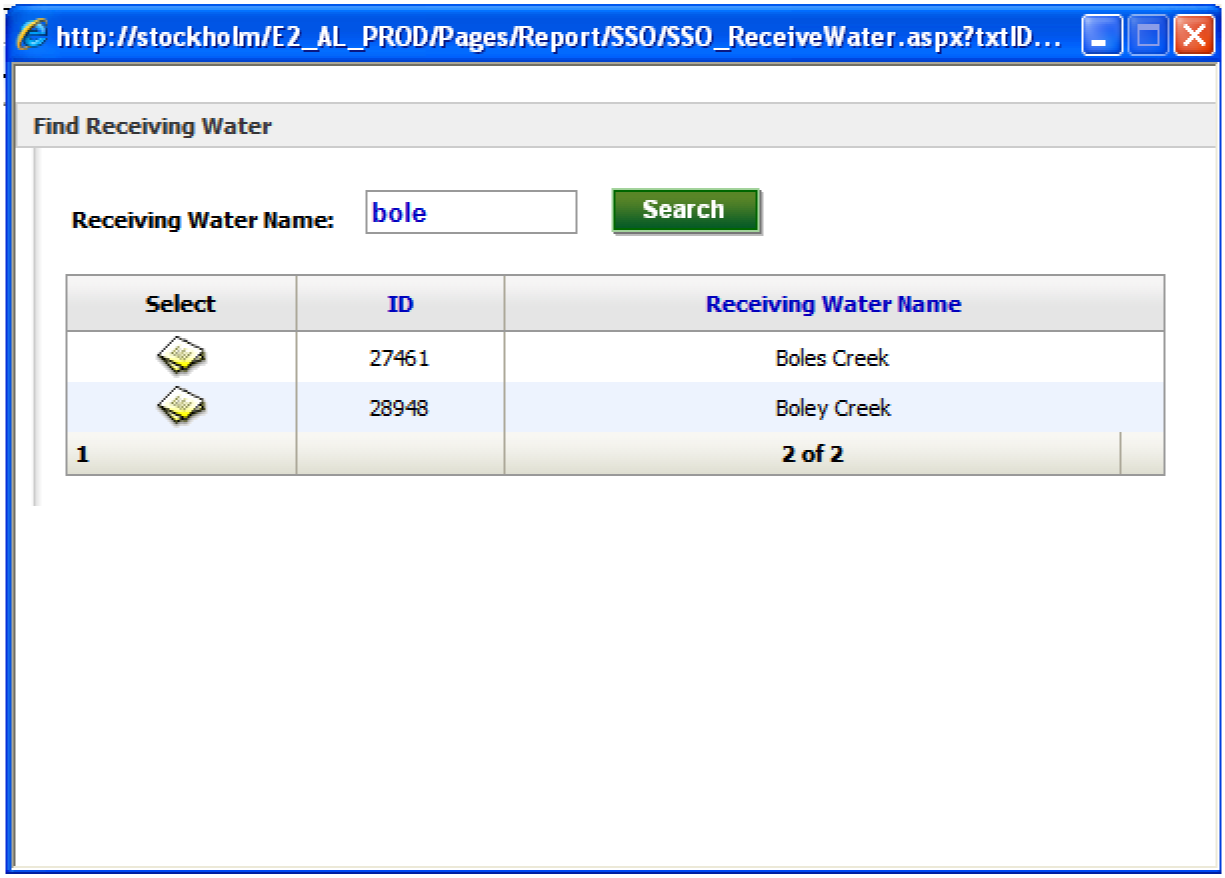
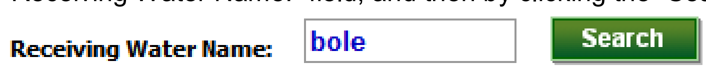


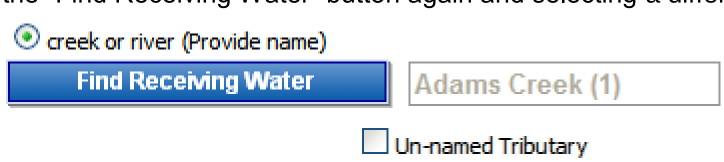
Figure 6: Find Receiving Water Window

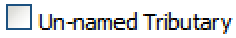
- From this window, the facility user can search for and select the desired body of water. Searching is possible by typing the search criteria in the text box in the "Receiving Water Name:" field, and then by clicking the "Search" button.



- Results of a search are displayed in the bottom part of the window.
  - Search results can be sorted by "ID" by clicking on the "ID" heading: ID.
  - Search results can be sorted by "Receiving Water Name" by clicking on the "Receiving Water Name" heading: Receiving Water Name.
  - The desired body of water can be selected for the SSO Report by clicking on the "Select" icon: .
- The facility user is not able to add a new receiving body of water into the E2 system.

- After a body of water has been selected, it appears on the "SSO Report Form." However, it cannot be edited. The facility user can select a different body of water only by clicking the "Find Receiving Water" button again and selecting a different body of water.



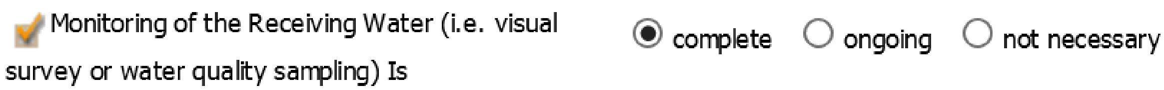
- Once the body of water has been selected, the "Un-named Tributary" check box becomes enabled. It can be selected by the facility user to indicate that the discharge destination was actually an unnamed tributary of the selected body of water. 

2.3.15 Did the Discharge Reach Swimming Water?

The "Did the Discharge reach swimming water?" radio button can be answered "Yes" or "No" by the facility user:

2.3.16 Monitoring of the Receiving Water

The "Monitoring of the Receiving Water Is" radio button can be answered "complete," "ongoing," or "not necessary":

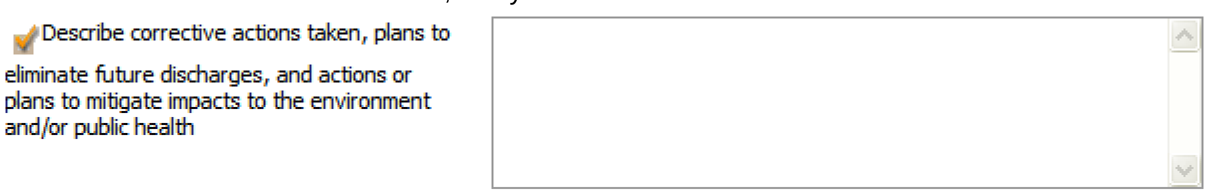


2.3.17 Affected Area

The "Was the affected area" field contains the check boxes "cleaned?" and "disinfected?" which can be selected by the facility user.

2.3.18 Corrective Actions Taken

The "Describe corrective actions taken, plans to eliminate future discharges, and actions or plans to mitigate impacts to the environment and/or public health" text box can be used by the facility user to enter details of the corrective actions taken, if any:



2.3.19 Efforts to Notify Public

The "Indicate Efforts to Notify Public" field consists of the following check boxes:

- "press release"
- "placement of signs"
- "other"
- "notice not required because"

Multiple options can be selected using the appropriate check boxes.

- When "press release" is selected, another field, "Date Public Was Notified," becomes visible directly below the "press release" field.
  - This "mm/dd/yyyy" field can be updated by either clicking the Date Selection Calendar and selecting the desired date, *or* by directly entering the desired date in the "mm/dd/yyyy" text box.

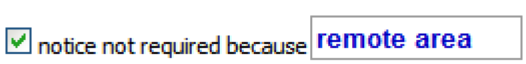
- When "placement of signs" is selected, another field, "Date Public Was Notified," becomes visible directly below the "placement of signs" field.
  - This "mm/dd/yyyy" field can be updated by either clicking the Date Selection Calendar and selecting the desired date, *or* by directly entering the desired date in the "mm/dd/yyyy" text box.

- When "other" is selected, another field, "Date Public Was Notified," becomes visible directly below the "other" field.
  - This "mm/dd/yyyy" field can be updated by either clicking the Date Selection Calendar and selecting the desired date, *or* by directly entering the desired date in the "mm/dd/yyyy" text box.

  - Additionally, the text box in the "other" field becomes enabled when the "other" option is selected, so that the facility user can enter this "other" effort.
    - If the "other" option is selected, the text box in the "other" field is required to continue. If the facility user clicked the "Next"  button at the bottom of the screen without populating the text box next to the "other" option, the message: "Must provide reason and noticed date if 'other' checkbox is checked under 'Indicate Efforts to notify Public' section." is displayed at the *top* of the screen.

*** Must provide reason and noticed date if 'other' checkbox is checked under 'Indicate Efforts to notifiy Public' section.**

- When "notice not required because" is selected, the text box in the "notice not required because" field becomes enabled when the "notice not required because" option is selected, so that the facility user can enter the reason that the notice was not required.



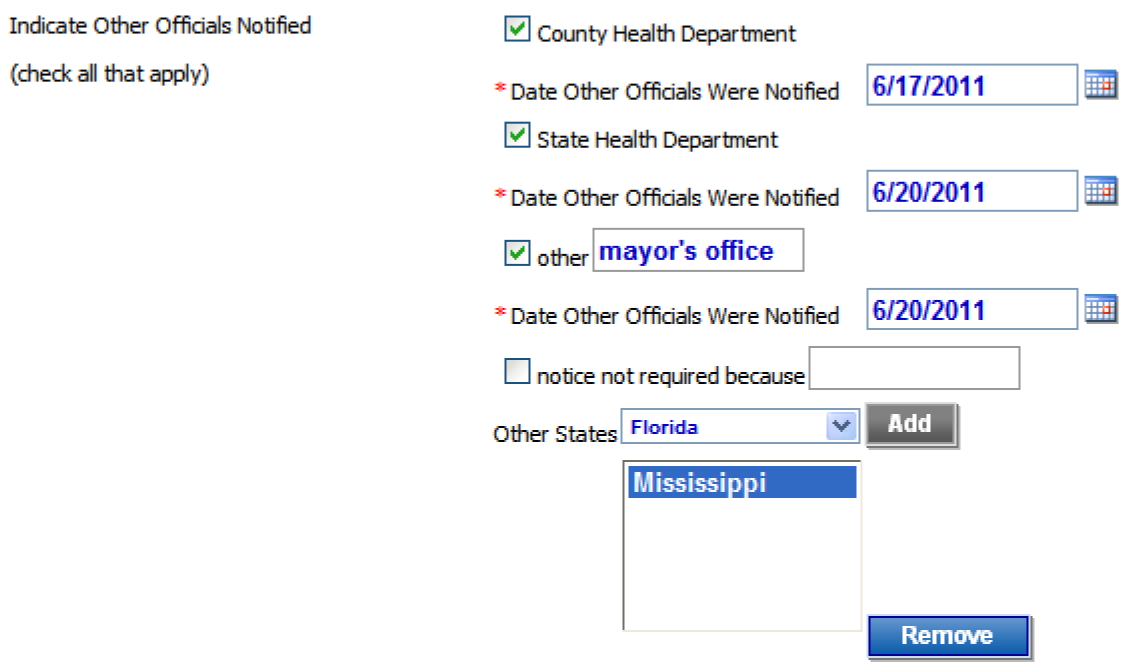
    - If the "notice not required because" option is selected, the text box in the "notice not required because" field is required to continue. If the facility user clicked the "Next"  button at the bottom of the screen without populating the text box next to the "notice not required because" option, the message: "Must provide reason if 'notice not required because' checkbox is checked under 'Indicate Efforts to notify Public' section." is displayed at the *top* of the screen.

*** Must provide reason if 'notice not required because' checkbox is checked under 'Indicate Efforts to notifiy Public' section.**

2.3.20 Other Officials Notified

The "Indicate Other Officials Notified" field consists of the following check boxes:

- "County Health Department"
- "State Health Department"
- "other"
- "notice not required because"
- "Other States"



Multiple options can be selected using the appropriate check boxes.

- When "County Health Department" is selected, another field, "Date Other Officials Were Notified," becomes visible directly below the "County Health Department" field.
    - This "mm/dd/yyyy" field can be updated by either clicking the Date Selection Calendar and selecting the desired date, *or* by directly entering the desired date in the "mm/dd/yyyy" text box.

- When "State Health Department" is selected, another field, "Date Other Officials Were Notified," becomes visible directly below the "State Health Department" field.
    - This "mm/dd/yyyy" field can be updated by either clicking the Date Selection Calendar and selecting the desired date, *or* by directly entering the desired date in the "mm/dd/yyyy" text box.

- When "other" is selected, another field, "Date Other Officials Were Notified," becomes visible directly below the "other" field.

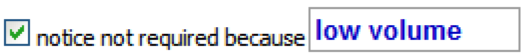
- This "mm/dd/yyyy" field can be updated by either clicking the Date Selection Calendar and selecting the desired date, *or* by directly entering the desired date in the "mm/dd/yyyy" text box.

- Additionally, the text box in the "other" field becomes enabled when the "other" option is selected, so that the facility user can enter this "other" official.
  - If the "other" option is selected, the text box in the "other" field is required to continue. If the facility user clicked the "Next" 

 button at the bottom of the screen without populating the text box next to the "other" option, the message: "Must provide reason and noticed date if 'other' checkbox is checked under 'Indicate Other Officials Notified' section." is displayed at the *top* of the screen.

*** Must provide reason and noticed date if 'other' checkbox is checked under 'Indicate Other Officals Notified' section.**

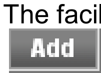
- When "notice not required because" is selected, the text box in the "notice not required because" field becomes enabled when the "notice not required because" option is selected, so that the facility user can enter the reason that the notice was not required.



  - If the "notice not required because" option is selected, the text box in the "notice not required because" field is required to continue. If the facility user clicked the "Next" 

 button at the bottom of the screen without populating the text box next to the "notice not required because" option, the message: "Must provide reason if 'notice not required because' checkbox is checked under 'Indicate Other Officials Notified' section." is displayed at the *top* of the screen.

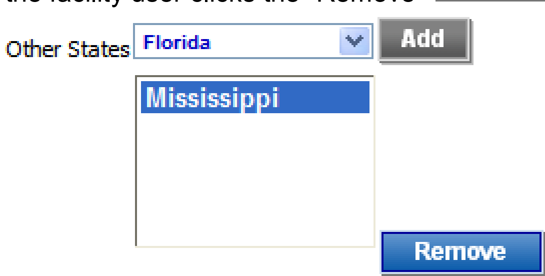
*** Must provide reason if 'notice not required because' checkbox is checked under 'Indicate Other Officals Notified' section.**

- The "Other States" drop down combo box allows the facility user to identify other states notified of the discharge.
  - The facility user can select a state from the drop down combo box, and click the "Add" 

 button to add that state to the list of notified states.
  - A state that has been added to the list can be removed by highlighting the state on the list and clicking the "Remove" 

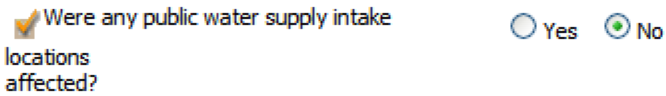
 button. In the following image, the state "Mississippi" is highlighted for removal. "Mississippi" will be removed from the list when the facility user clicks the "Remove" 

 button:



2.3.21 Were any public water supply intake locations affected

The "Were any public water supply intake locations affected?" contains two radio buttons which the facility user can select "Yes," and "No."



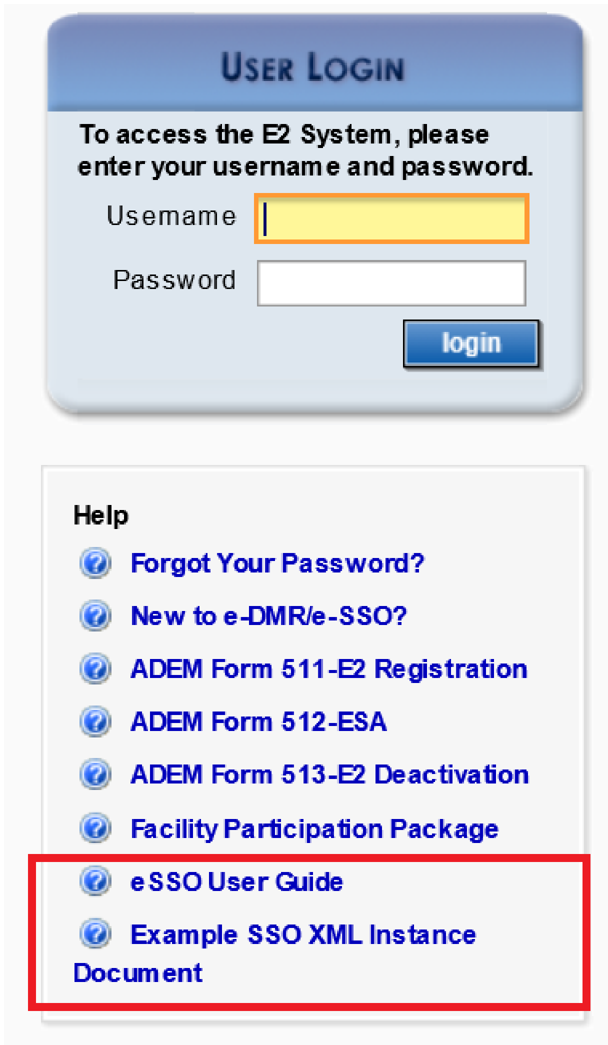
2.3.22 General Comment

A "General Report Comment and Explanation" text box is provided at the bottom of the "SSO Report Form" for the facility user to enter any relevant information about the SSO Report.

The maximum amount of characters that can be entered in this text box is 500. A message in the bottom right corner of the text box informs the facility user how many characters he / she has remaining:

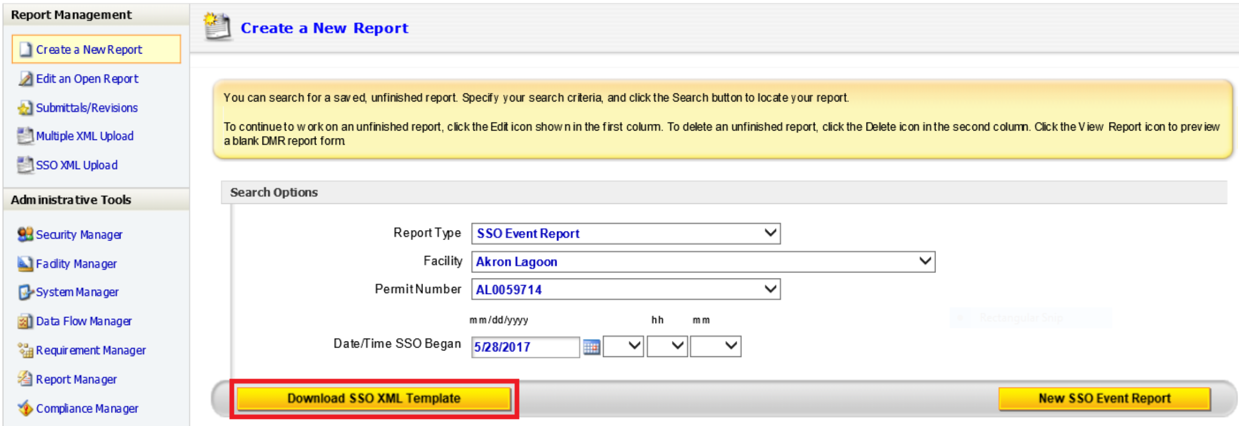
2.4 Submitting SSO Report Using the SSO XML Upload Option

Facility user may download the eSSO User Guide & Example XML Instance Document on the E2 login page. Clicking the "eSSO User Guide" link or "Example SSO XML Instance Document" link opens the applicable document in a PDF file.



<u>Step 1:</u> Downloading an XML template file for SSO report with facility's identifier (optional as needed)

Facility user can go to 'Create a New Report' on the menu, select 'SSO Event Report' as Report Type, and select facility as template identifier, then click 'Download SSO XML Template' bottom to download the XML template file.



The following screenshot shows a portion of an example XML template file:

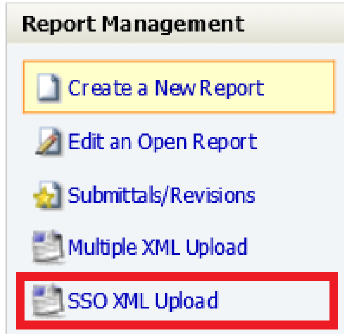
```
 version="1.0" encoding="utf-8"?>
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
MetaData>
   <SchemaIdentification>e-SSO Schema version 1.0</SchemaIdentification>
   <SchemaDescription>e-SSO Work Group Schema version 1.0</SchemaDescription>
   <SchemaPurpose>Sanitary Sewer Overflow Report submissions</SchemaPurpose>
   <SchemaVersion>1</SchemaVersion>
   <SchemaCreateDate>2011-04-29</SchemaCreateDate>
   <SchemaLastUpdateBy>e-SSO XML Schema Work Group</SchemaLastUpdateBy>
   <SchemaLastUpdateDate>2011-04-29</SchemaLastUpdateDate>
   <SchemaContactInformation>Edmr_support@enfotech.com</SchemaContactInformation>
/MetaData>
Receiver>
   <AgencyName>ADEM</AgencyName>
   <ReceivercontactName>PCS-Data Entry</ReceivercontactName>
   <ReceivercontactTitle>ADEM</ReceivercontactTitle>
   <ReceiverMailAddress>
       <MailingAddressText>1400 Coliseum Blvd.</MailingAddressText>
       <SupplementalAddressText>P.O. Box 301463</SupplementalAddressText>
       <MailingAddressCityName>Montgomery</MailingAddressCityName>
       <MailingAddressStateUSPSCode>AL</MailingAddressStateUSPSCode>
       <MailingAddressStateName>Alabama</MailingAddressStateName>
       <MailingAddressCountryName>USA</MailingAddressCountryName>
       <MailingAddressZIPCode>36110</MailingAddressZIPCode>
   </ReceiverMailAddress>
/Receiver>
Submission>
   <Facility>
       <FacilityIdentification>
           <FacilitySite>
```

Step 2: Facility user prepares/populates SSO report data into XML template file in accordance with SSO report requirements

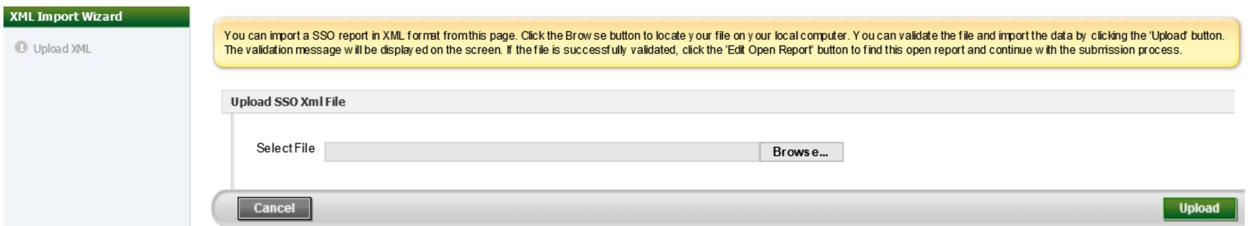
- Please see Example SSO XML Instance Document for how to populate the XML template

Step 3: Facility user uploads the SSO report data-filled XML Submission File to the E2 Reporting System

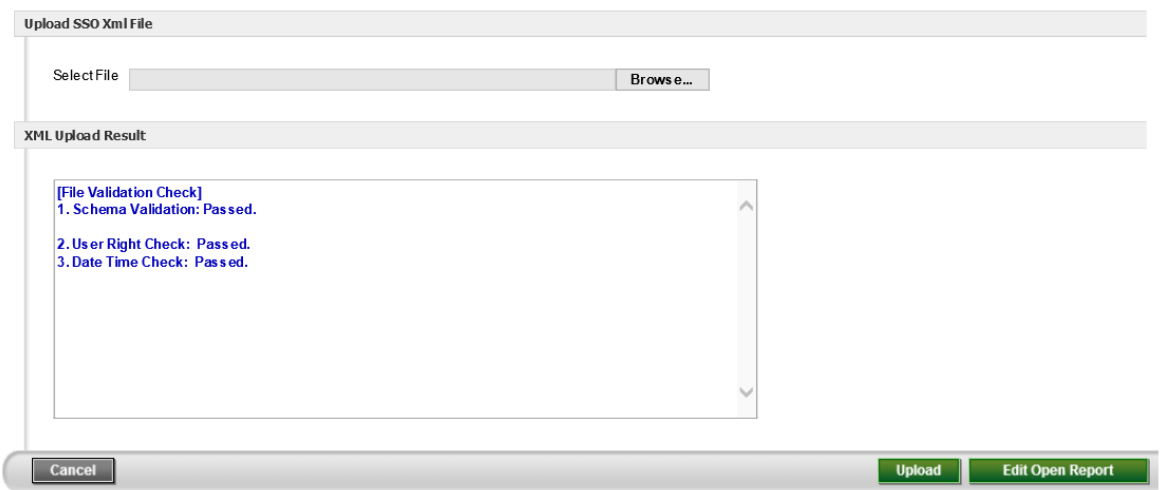
Facility user can click on the "SSO XML Upload" menu link to open the a new page, "XML Import Wizard"



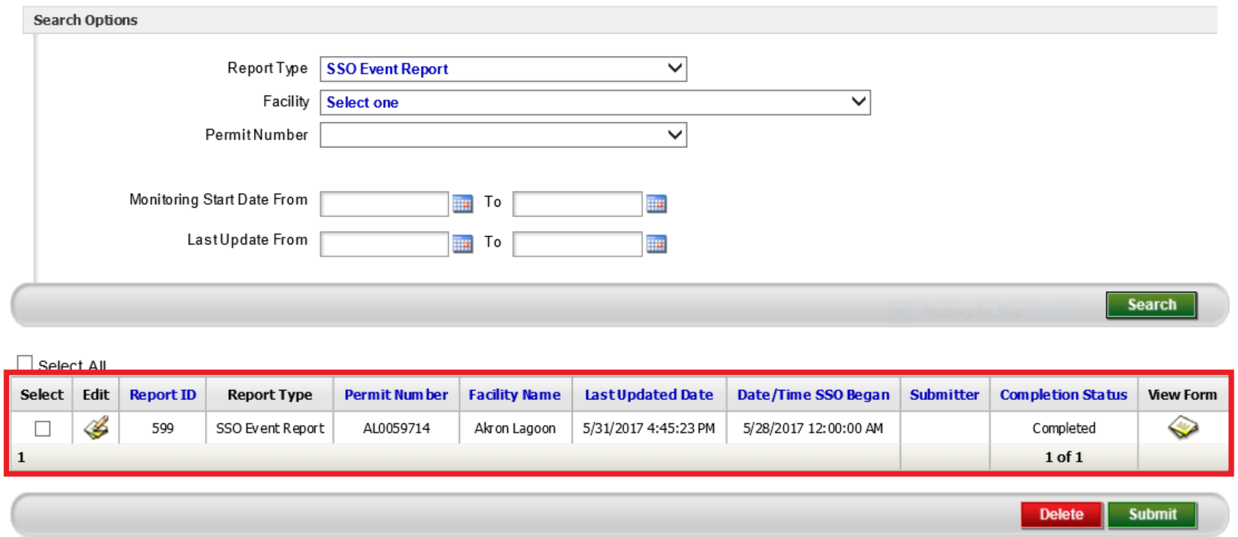
On the "XML Import Wizard" page, the facility user has the option to use the "Browse" button to locate the desired SSO data-filled XML Submission File. After the desired SSO XML is selected, click on the "Upload" button to submit the file toE2.



E2 Reporting System validate the XML file against "defined" SSO Report Schema and verify that submitter has the "Preparer" or "Certifier" role for the facility

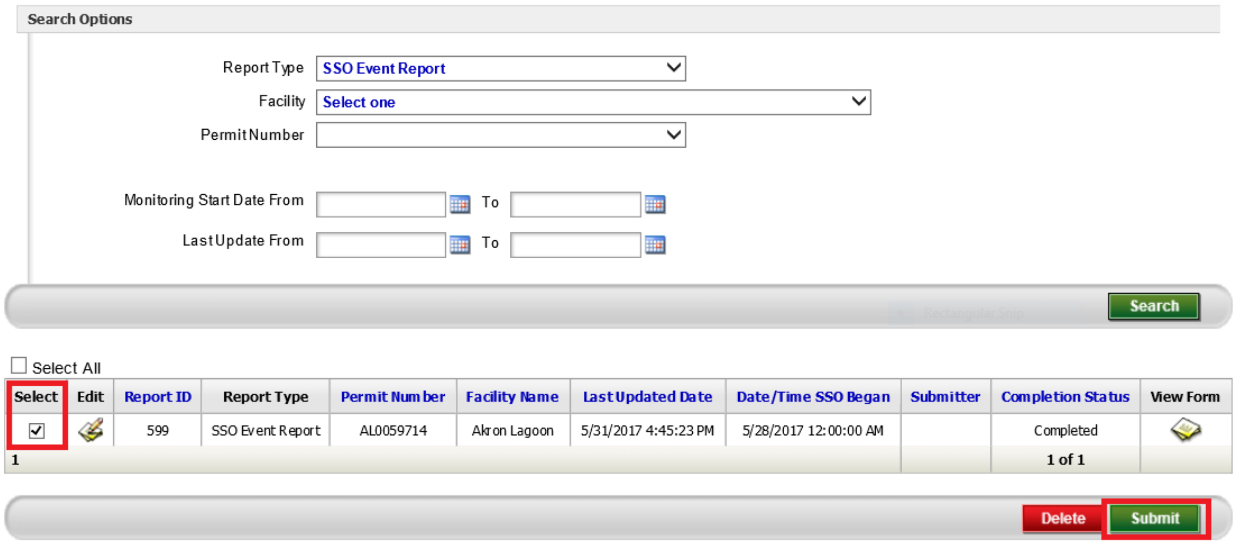


The uploaded XML Submission File is parsed into SSO report for each Facility / SSO Begin date. Facility user can click "Edit Open Report" on the bottom left of the page, and the SSO report is available for review under the "Edit Open Report" page.



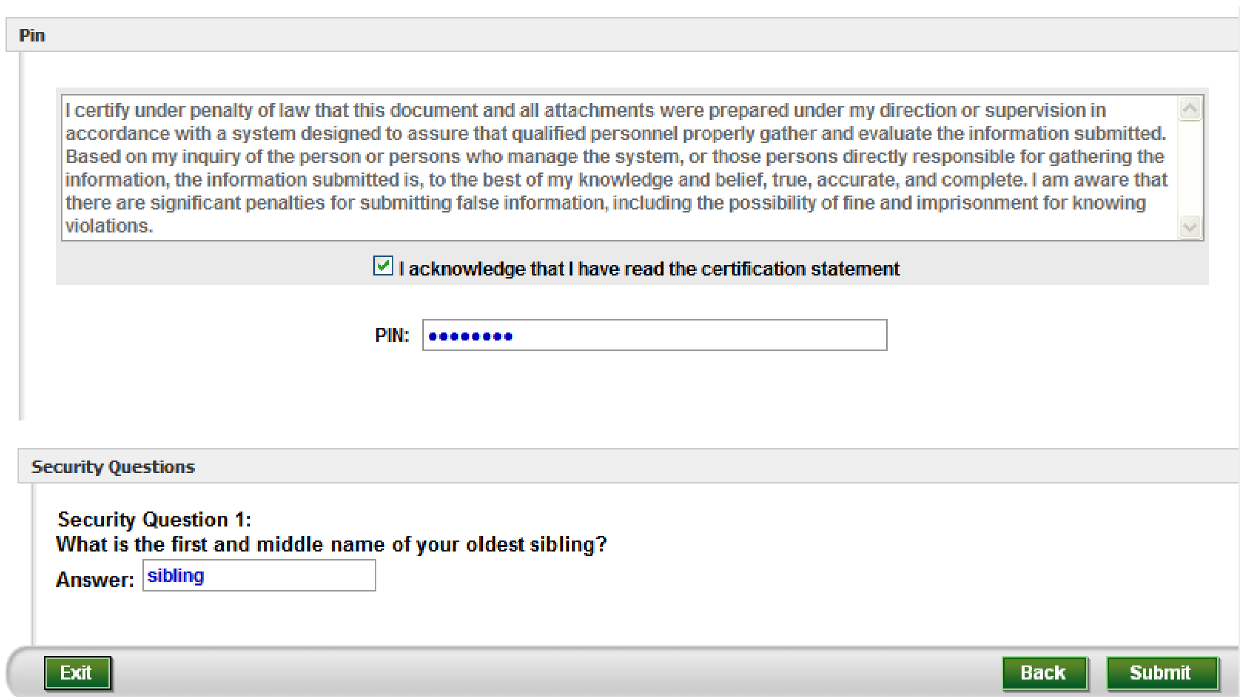
In the "Edit Open Report" Page, click 'Edit' for the open report record, facility user can uploads optional attachment(s), add/update SSO reporting data and preview (or print) a "human-readable" SSO report (before online submission)

<u>Step 5</u>: Once the desired SSO report is ready, facility user may select the desired SSO report(s) on "Edit an Open Report" page and clicks on the "Submit" button to submit



<u>Step 6</u>: Enter the PIN and answer to the security question to submit

Please see Section 2.7 for complete details.



2.5 Attachment

After all of the requirements on the "SSO Report Form" have been satisfied and the facility user has successfully clicked the "Next" button, the next screen to appear is the "Attachment" screen. From this screen, the facility user can attach files associated with the SSO Report to the SSO Report. The following figure shows this "Attachment" screen.

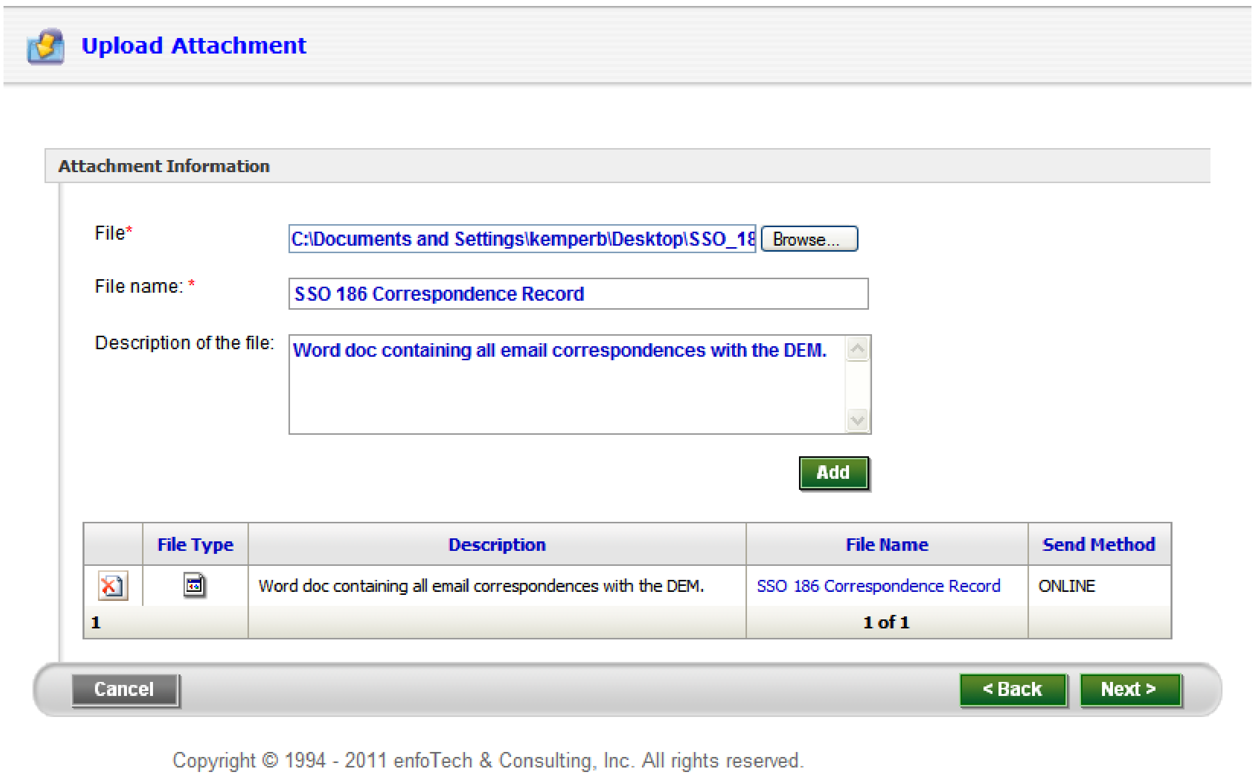


Figure 7: SSO Report Attachment Screen

- To select a file to upload, the facility user first clicks the "Browse" button.
  - It is not required that the facility user upload any attachments to the SSO Report.
- After the facility user finds the desired file on his or her computer, he / she must next name the file by populating the "File name:" text box. If the facility user attempts to add the file without naming the file, the message "Please specify File Name." will appear.

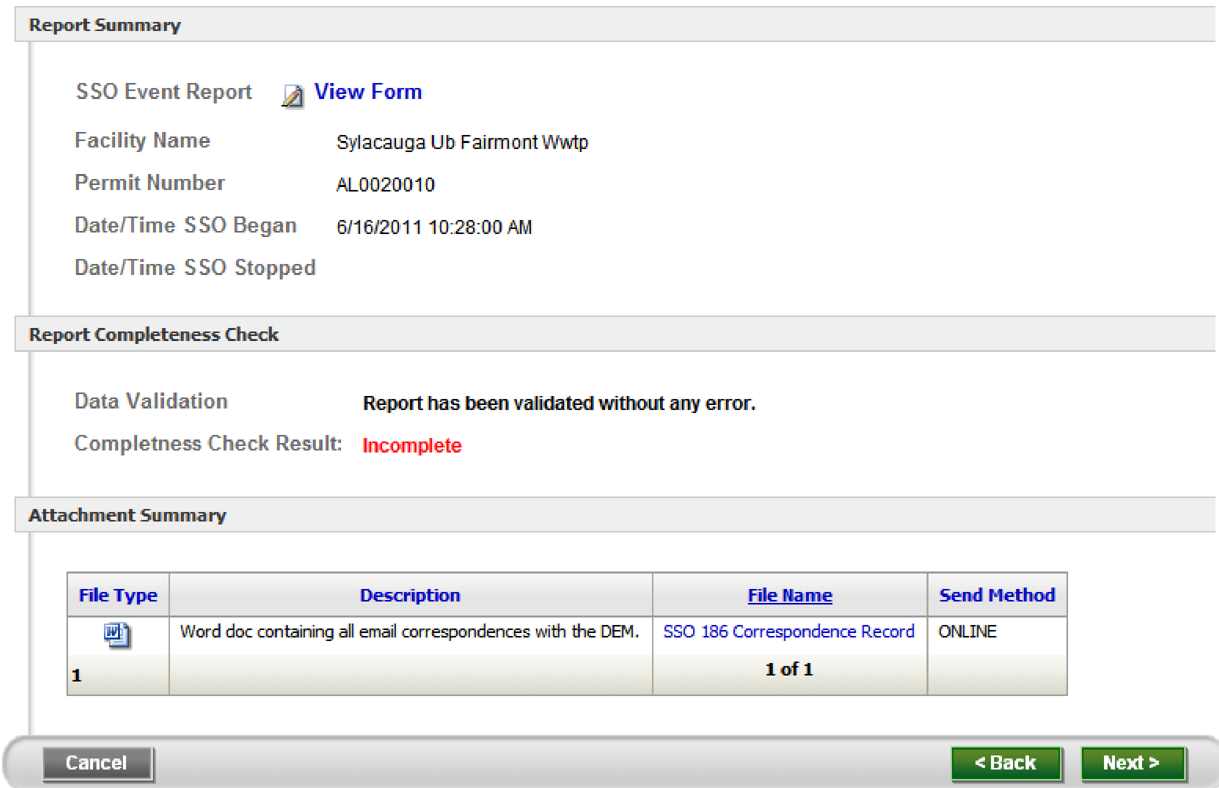
  Please specify File Name.

- The "Description of file:" field is optional. It contains a text box where the facility user can describe the file which is being uploaded.
- After selecting a "File" and a "File Name," the facility user can upload the file by clicking the "Add" button.
  - Once "Add" is pressed, the uploaded file appears in the bottom part of the screen.
  - Any uploaded files can be deleted as an attachment to the SSO Report by clicking the icon next to the desired attachment.
  - Double-clicking on the "File Name" of an uploaded file will open that file for viewing.
- Clicking the "Cancel" button brings the facility user to the "Edit an Open Report" screen.

- If the "Cancel" button is clicked, all data thus far for the SSO Report is saved.
- Clicking the "Back" button returns the facility user to the "SSO Report Form" screen.
- Clicking the "Next" button advances the facility user to the next screen: the "Review" screen.

2.6 Review

Once the facility user has clicked the "Next" button from the "Attachment" screen, the next screen to appear is the "Review" screen.



Report Summary

SSO Event Report View Form

Facility Name Sylacauga Ub Fairmont Wwtp

Permit Number AL0020010

Date/Time SSO Began 6/16/2011 10:28:00 AM

Date/Time SSO Stopped

Report Completeness Check

Data Validation **Report has been validated without any error.**

Completness Check Result: Incomplete

Attachment Summary

File Type	Description	File Name	Send Method
	Word doc containing all email correspondences with the DEM.	SSO 186 Correspondence Record	ONLINE
1		1 of 1	

Cancel < Back Next >

Figure 8: SSO Report Summary Screen

- For SSO Reports that are "Incomplete," the value of the field "Completeness Check Result:" will be "Incomplete."

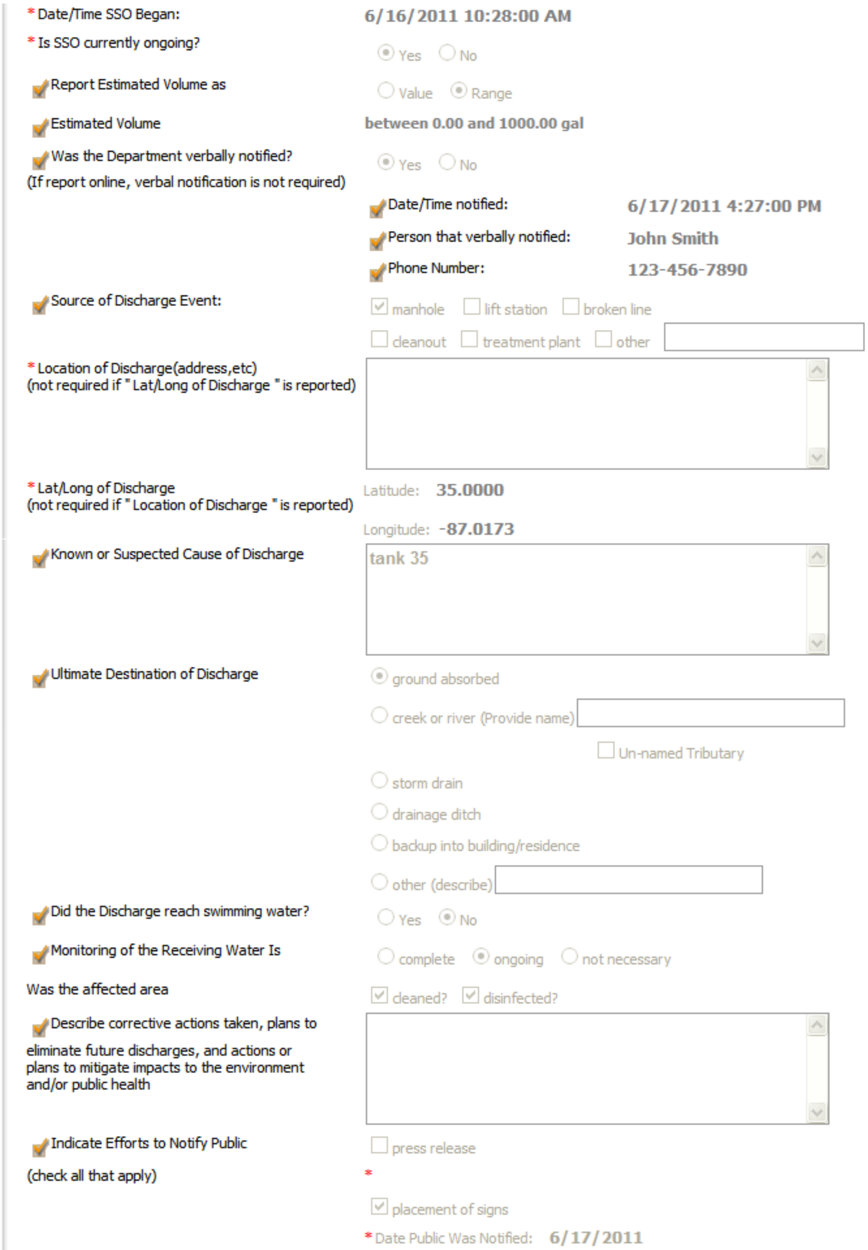
  Completness Check Result: Incomplete

  - For SSO Reports that are "Complete," the value of the field "Completeness Check Result:" will be "Complete."

    Completness Check Result: Complete

  - Note that fields on the "SSO Report Form" that are required for the status of the SSO Report to be considered "Complete" are indicated by a "check mark" image: .

- Clicking the "View Form" **View Form** link displays a printer-friendly version of the SSO Report in a pop-out window, as shown in the following figure:



* Date/Time SSO Began:	6/16/2011 10:28:00 AM
* Is SSO currently ongoing?	(•) Yes ( ) No
Report Estimated Volume as	( ) Value (•) Range
Estimated Volume	between 0.00 and 1000.00 gal
Was the Department verbally notified? (If report online, verbal notification is not required)	(•) Yes ( ) No
	Date/Time notified: 6/17/2011 4:27:00 PM
	Person that verbally notified: John Smith
	Phone Number: 123-456-7890
Source of Discharge Event:	[x] manhole [ ] lift station [ ] broken line [ ] cleanout [ ] treatment plant [ ] other
* Location of Discharge(address,etc) (not required if "Lat/Long of Discharge" is reported)	
* Lat/Long of Discharge (not required if "Location of Discharge" is reported)	Latitude: 35.0000 Longitude: -87.0173
Known or Suspected Cause of Discharge	tank 35
Ultimate Destination of Discharge	(•) ground absorbed ( ) creek or river (Provide name) [ ] Un-named Tributary ( ) storm drain ( ) drainage ditch ( ) backup into building/residence ( ) other (describe)
Did the Discharge reach swimming water?	( ) Yes (•) No
Monitoring of the Receiving Water Is	( ) complete (•) ongoing ( ) not necessary
Was the affected area	[x] cleaned? [x] disinfected?
Describe corrective actions taken, plans to eliminate future discharges, and actions or plans to mitigate impacts to the environment and/or public health	
Indicate Efforts to Notify Public (check all that apply)	[ ] press release * [x] placement of signs
	* Date Public Was Notified: 6/17/2011

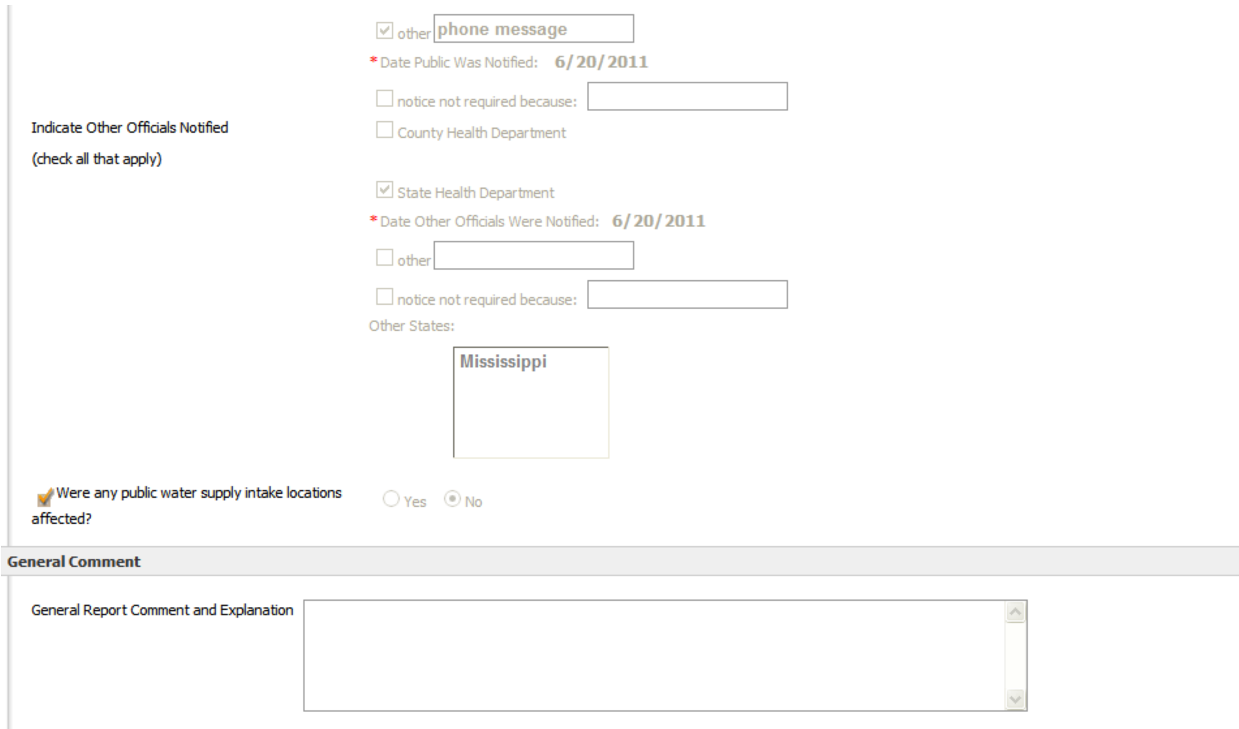


Figure 9: SSO Report View Report Screen

- "Data Validation Summary"
  - If the SSO report passes data validation, the "Data Validation Summary" field will read: "Report has been validated without any error."

    Report has been validated without any error.

  - If the SSO Report does not pass data validation the the "Data Validation Summary" field will read: "Click here to correct the errors."

    Click here to correct the errors.

    - Clicking the word "here" directs the user back to the "SSO Report Form," where invalid entries can be corrected.
- Double-clicking on the "File Name" of an uploaded file will open that file for viewing.
- Clicking the "Cancel" **Cancel** button brings the facility user to the "Edit an Open Report" screen.
  - If the "Cancel" button is clicked, all data thus far for the SSO Report is saved.
- Clicking the "Back" **< Back** button returns the facility user to the "Attachment" screen.
- Clicking the "Next" **Next >** button advances the facility user to the next screen: the "Submit" screen.
  - The "Next" button is disabled unless the SSO Report passes data validation.

2.7 Submit

Once the facility user has clicked the "Next" button from the "Review" screen, the next screen to appear is the "Submit" screen.

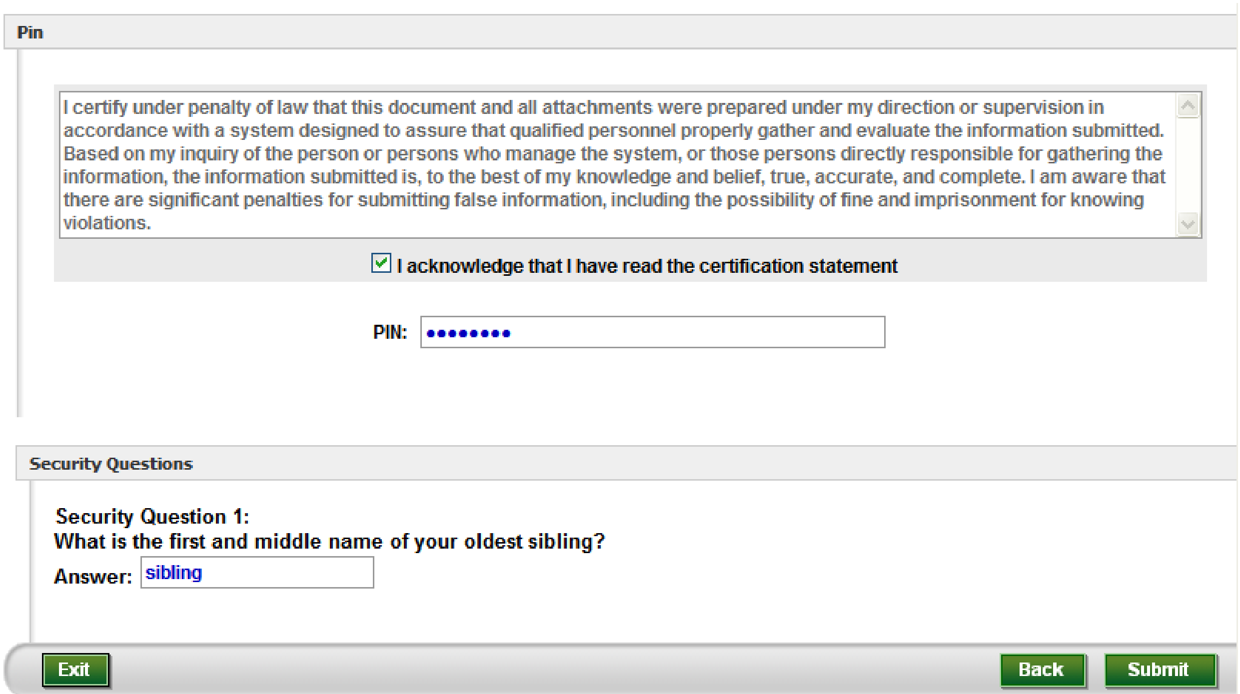
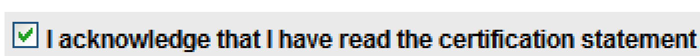


Figure 10: SSO Report Submit Screen

- In order to be able to Submit the SSO Report by clicking the "Submit" button, the facility user must complete the following fields:
    - Certification Statement Acknowledgement
        - The facility user must check the "I acknowledge that I have read the certification statement" check box.



    - PIN
        - The facility user must enter the correct "PIN" in the "PIN text box.

        - Failure to input the PIN prompts the message "Please enter your PIN."

        - Entry of an incorrect PIN prompts the message "The PIN is not correct, input it again."

    - Security Question
        - The facility user must enter the correct answer to the Security Question in the "Answer:" text box.

Security Question 1:
What is the first and middle name of your oldest sibling?
Answer: sibling

- Failure to input an answer to the Security Question prompts the message "Answer can't be empty!"

Answer can't be empty!

- Entry of an incorrect answer to the Security Question prompts the message "Answer is incorrect! Please answer another question again! Next incorrect answer try will disable the submit function!

Answer is incorrect! Please answer another question again! Next incorrect answer try will disable the submit function!

- Two consecutive incorrect answers to Security Questions prompt the message "You already reached the limit of answer tries! Your Security Question is Reset!"

You already reach the limit of answer try! Your Security Question is Reset!

- If this occurs, the "Submit" Submit button is disabled.
- The facility user's ability to Submit SSO Reports is disabled until it is reset by an administrator. If the facility user attempts to submit an SSO Report while his / her ability to Submit SSO Reports is disabled, he / she will see the following message when arriving at the "Submit" screen: "You don't have Security Question setup! Please contact system administrator!"

You don't have Security Question setup! Please contact system adminstrator!

- After an administrator resets the facility user's security questions, the facility user is presented with the following screen upon his / her next login:

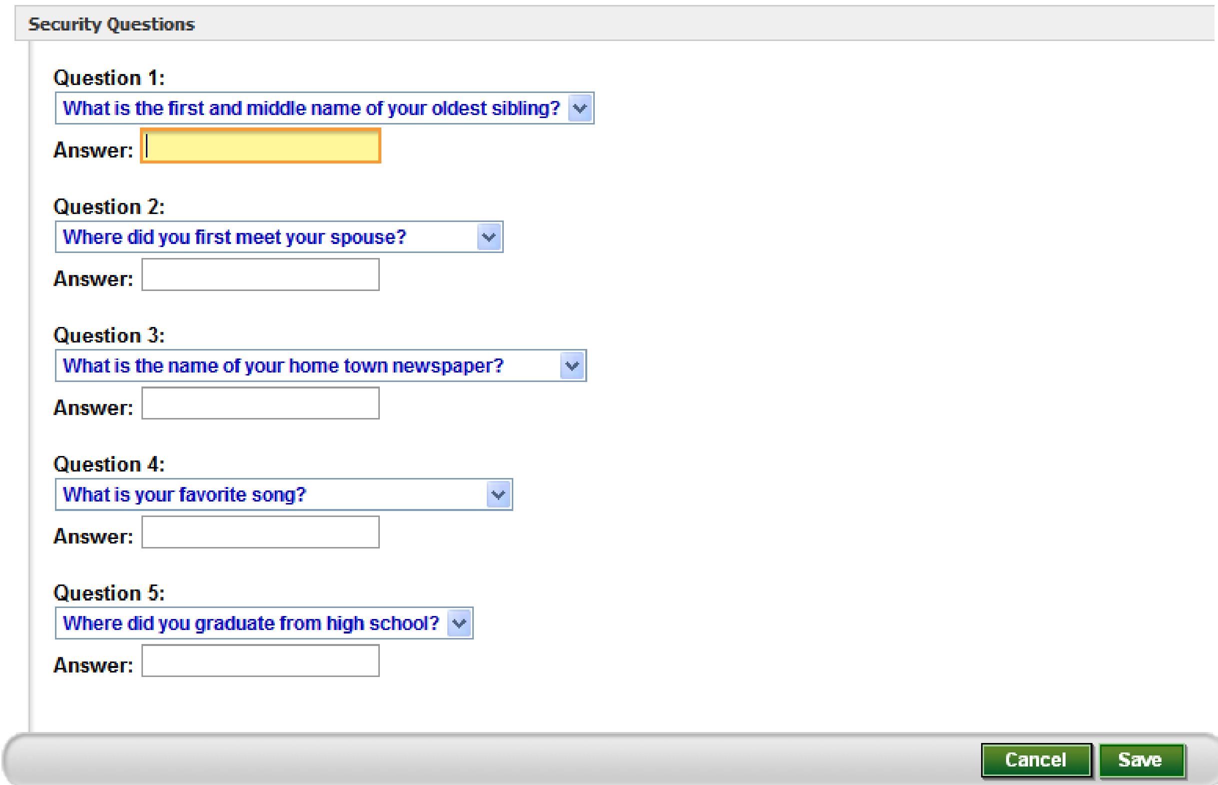


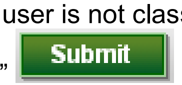
Figure 11: Security Question Reset Screen

- From this screen, the facility user can enter new answers to the security questions listed. Different questions can be selected using the drop down combo boxes provided. Clicking the "Save" 

button will save the facility user's new Security Questions and answers.

NOTE:

If the facility user is not classified as a "SSO Certifier," he / she will not be able to submit an SSO report.

The "Submit" 

button is not visible to facility users who are not SSO Certifiers. Upon arrival to the "Submit" screen, the message: "Your role is SSO Preparer *(Viewer)*, and you are not authorized to certify and submit the SSO report." appears for those facility users who are not SSO Certifiers.

Your role is SSO Preparer, and you are not authorized to certify and submit the SSO report.

- Clicking the "Exit" 

button brings the facility user to the "Edit an Open Report" screen.
    - If the "Exit" button is clicked, all data thus far for the SSO Report is saved.
- Clicking the "Back" 

button returns the facility user to the "Review" screen.
- Clicking the "Submit" 

button advances the facility user to the next screen: the "Submission Receipt" screen.
    - When the 'Submit" button is clicked, a unique "Submission ID" is created for that submission.

2.8 E2 Receipt

Upon successful SSO Report Submission, the facility user is directed to the "E2 Receipt" screen, as depicted in the following image:

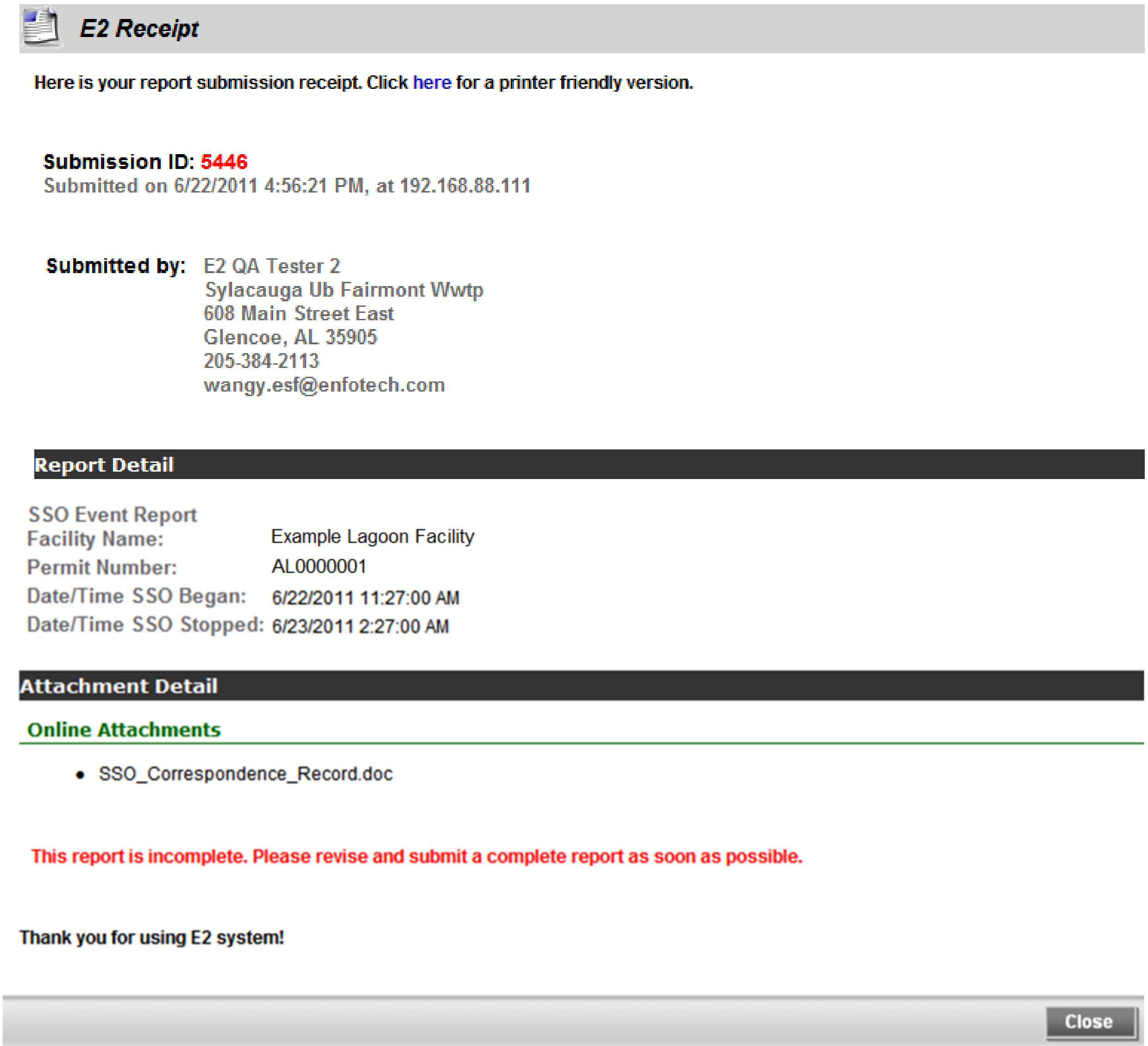


Figure 12: SSO Report Receipt Screen

- That SSO Report Submission's unique "Submission ID" is shown on this page:

  Submission ID: 5446

- For SSO Report Submissions that have status "Incomplete," the warning message "This report is incomplete. Please revise and submit a complete report as soon as possible" appears at the bottom of the screen:

  This report is incomplete. Please revise and submit a complete report as soon as possible.

  - Note that fields on the "SSO Report Form" that are required for the status of the SSO Report to be considered "Complete" are indicated by a "check mark" image: .

- A printer-friendly version of the SSO Report Submission receipt is available by clicking on the "Click *here* for a printer friendly version" link.

  Click here for a printer friendly version.

  A printer-friendly receipt is shown in the following figure:

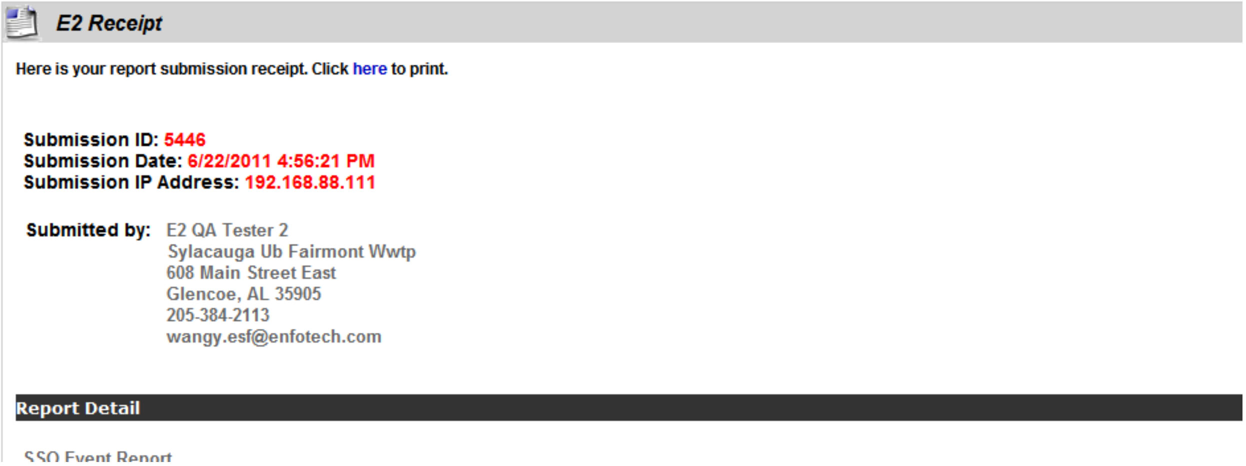


Figure 13: SSO Report Submission Receipt

  - The facility user can print the receipt by clicking the "Click *here* to print" link.

    Click here to print.

- Clicking the "Close" Close button directs the facility user to the "Submittals/Revisions" module.

2.9 Editing an Open Report

In the case that the facility user has begun to fill out an "SSO Event Report", but has not submitted the report, such "Open" reports are available under the "Edit an Open Report" screen available via the "Report Management" menu on the left side of the screen.

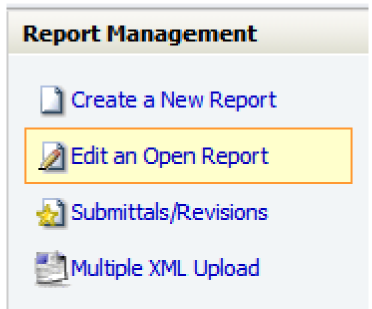
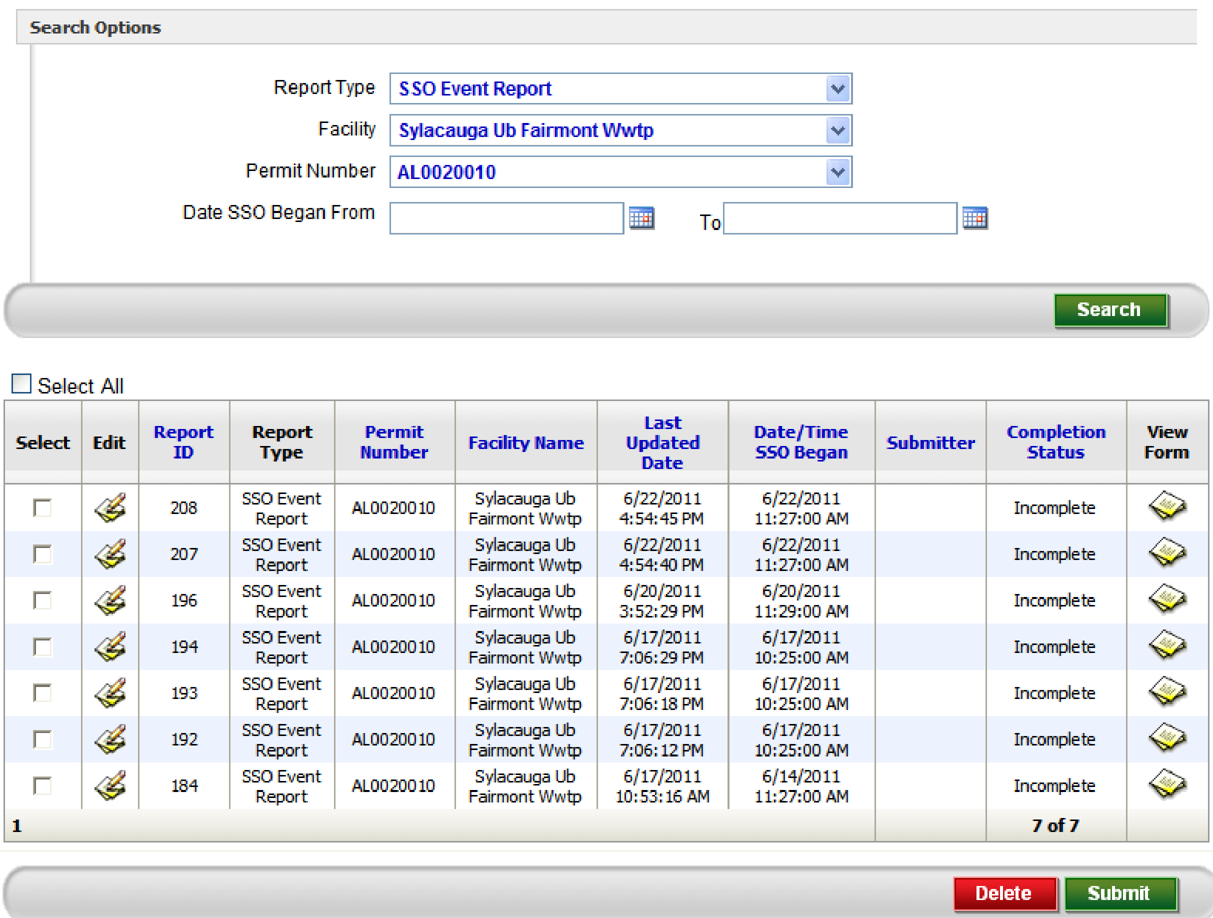


Figure 14: "Edit an Open Report" menu option in E2 Reporting System

After clicking the "Edit an Open Report" link on the "Report Management" menu, the facility user is directed to the "Edit an Open Report Search Page", which is depicted in the following figure:



Select	Edit	Report ID	Report Type	Permit Number	Facility Name	Last Updated Date	Date/Time SSO Began	Submitter	Completion Status	View Form
		208	SSO Event Report	AL0020010	Sylacauga Ub Fairmont Wwtp	6/22/2011 4:54:45 PM	6/22/2011 11:27:00 AM		Incomplete	
		207	SSO Event Report	AL0020010	Sylacauga Ub Fairmont Wwtp	6/22/2011 4:54:40 PM	6/22/2011 11:27:00 AM		Incomplete	
		196	SSO Event Report	AL0020010	Sylacauga Ub Fairmont Wwtp	6/20/2011 3:52:29 PM	6/20/2011 11:29:00 AM		Incomplete	
		194	SSO Event Report	AL0020010	Sylacauga Ub Fairmont Wwtp	6/17/2011 7:06:29 PM	6/17/2011 10:25:00 AM		Incomplete	
		193	SSO Event Report	AL0020010	Sylacauga Ub Fairmont Wwtp	6/17/2011 7:06:18 PM	6/17/2011 10:25:00 AM		Incomplete	
		192	SSO Event Report	AL0020010	Sylacauga Ub Fairmont Wwtp	6/17/2011 7:06:12 PM	6/17/2011 10:25:00 AM		Incomplete	
		184	SSO Event Report	AL0020010	Sylacauga Ub Fairmont Wwtp	6/17/2011 10:53:16 AM	6/14/2011 11:27:00 AM		Incomplete	

Figure 15: Edit an Open Report: Search Page

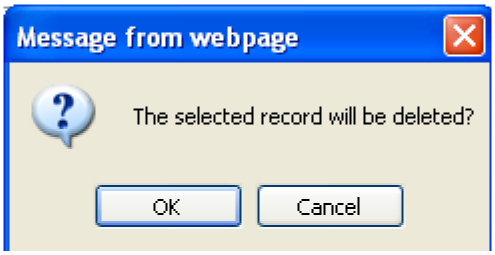
- The facility user should select the value "SSO Event Report" from the "Report Type" drop down combo box to search for SSO Reports.

- If the facility user does not have "SSO Viewer," "SSO Preparer," or "SSO Certifier" role, then the "SSO Event Report" is hidden from the drop down combo box.

- Any / all other criteria can be specified by the user before clicking the "Search" 

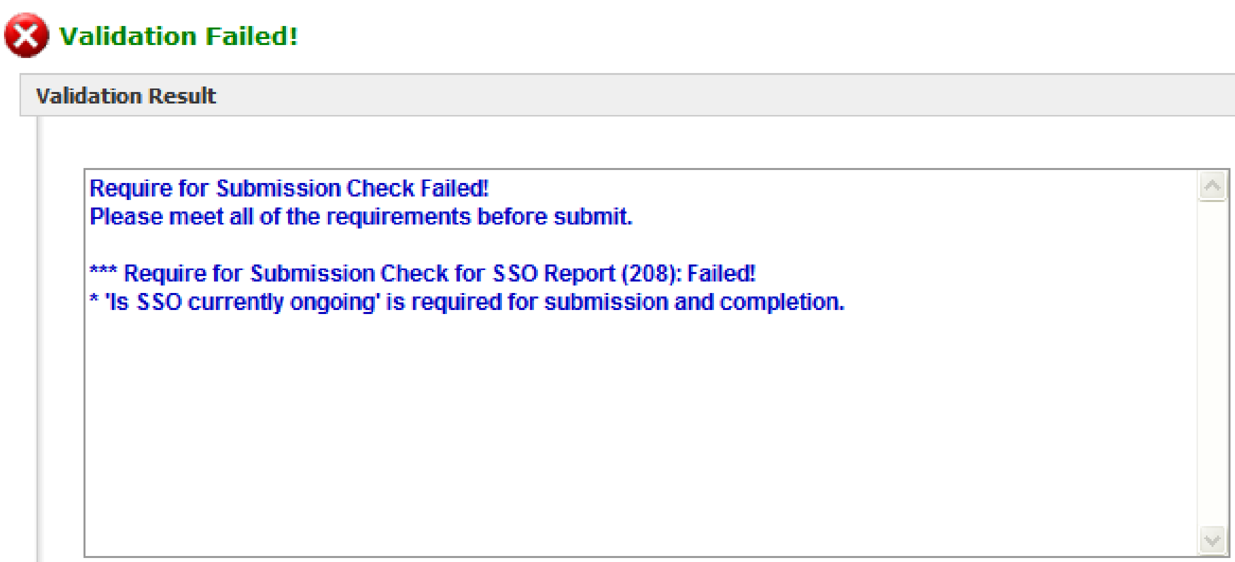
button.
  - After the "Search" button is clicked, the results of the search are displayed in the bottom part of the screen.
- The facility user can select and delete any "Open" (not submitted) SSO Record(s) by placing check(s) in the check box(es) of the record(s) of interest under the "Select" column, and clicking the "Delete" 

button.
  - When the "Delete" button is pressed, the system prompts: 'The selected record will be deleted?" The facility user can continue with deletion by clicking the "Yes" button.



- The facility user can select and "Submit" any "Open" (not submitted) SSO Record(s) by placing check(s) in the check box(es) of the record(s) of interest under the "Select" column, and clicking the "Submit" 

button. Multiple selections are allowed.
  - When the "Submit" button is clicked, validation is performed:
    - If validation fails, the message "Validation Failed!", along with a Validation Result" message is displayed on the next page:



  - If validation is successful, the following screen appears:

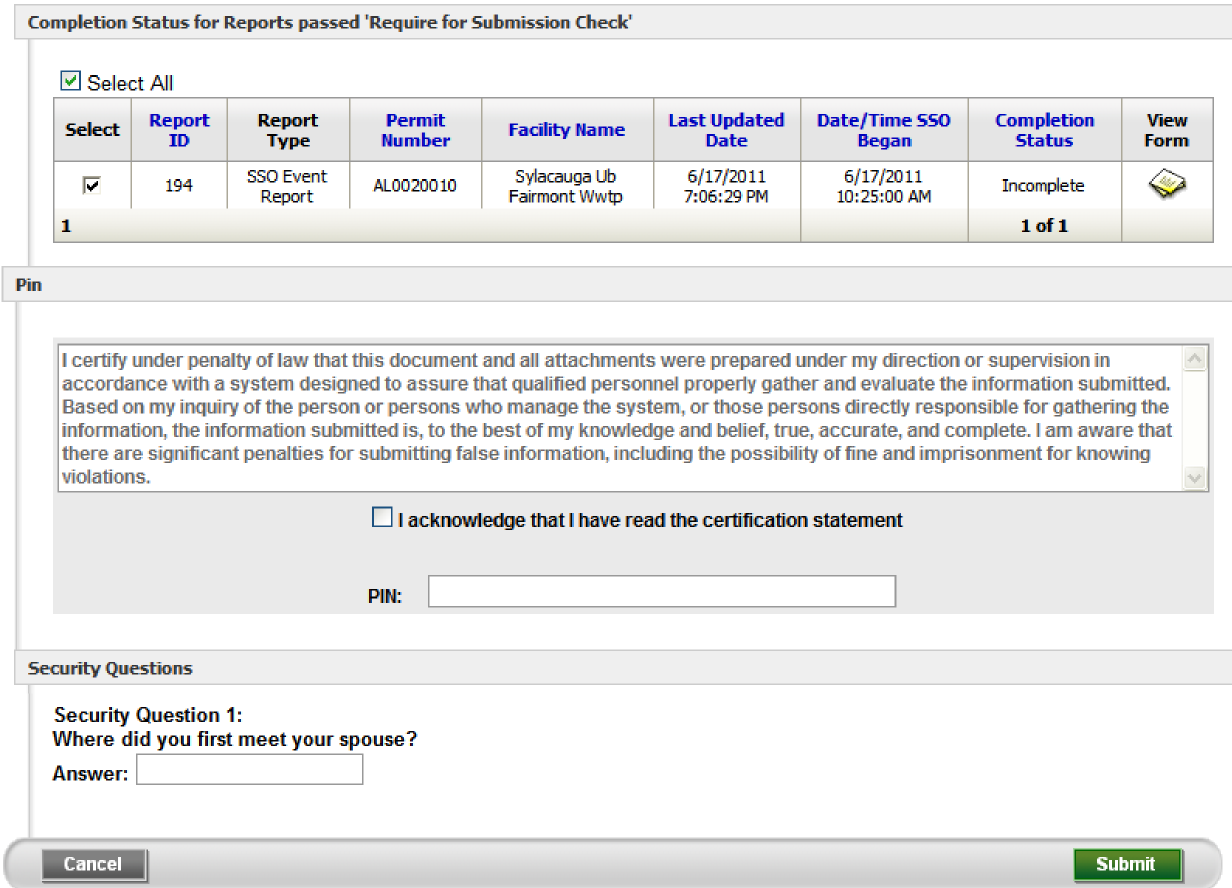
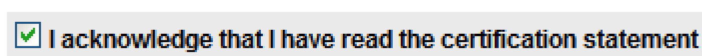


Figure 16: Edit an Open Report: Submission Page

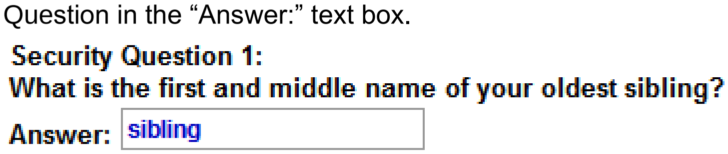
- The facility user must complete the following fields before clicking the "Submit"  button:
  - Certification Statement Acknowledgement
    - The facility user must check the "I acknowledge that I have read the certification statement" check box.

  - PIN
    - The facility user must enter the correct "PIN" in the "PIN text box.

  - Security Question
    - The facility user must enter the correct answer to the Security Question in the "Answer:" text box.

- The facility user can click the "View Form"  icon to view a printer-friendly version of the SSO Report Form.

- Clicking the "Cancel" 

button returns the facility user to the "Edit an Open Report" screen.

2.10 Completing an "Incomplete" Report via "Submittals / Revisions" Screen

After an SSO Report had been successfully submitted in the E2 system by the facility user, it can be accessed from the "Submittals / Revisions" screen available via the "Report Management" menu on the left side of the screen.

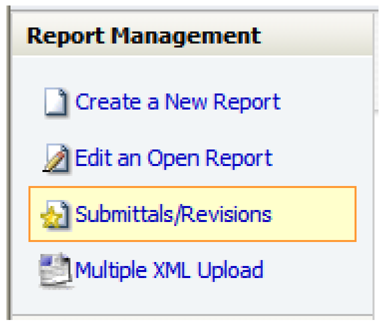


Figure 17: "Submittals / Revisions" menu option in E2 Reporting System

After clicking the "Submittals / Revisions" link on the "Report Management" menu, the facility user is directed to the "Search for Submitted Report(s) and Make Revision(s)" screen, which is depicted in the following figure:

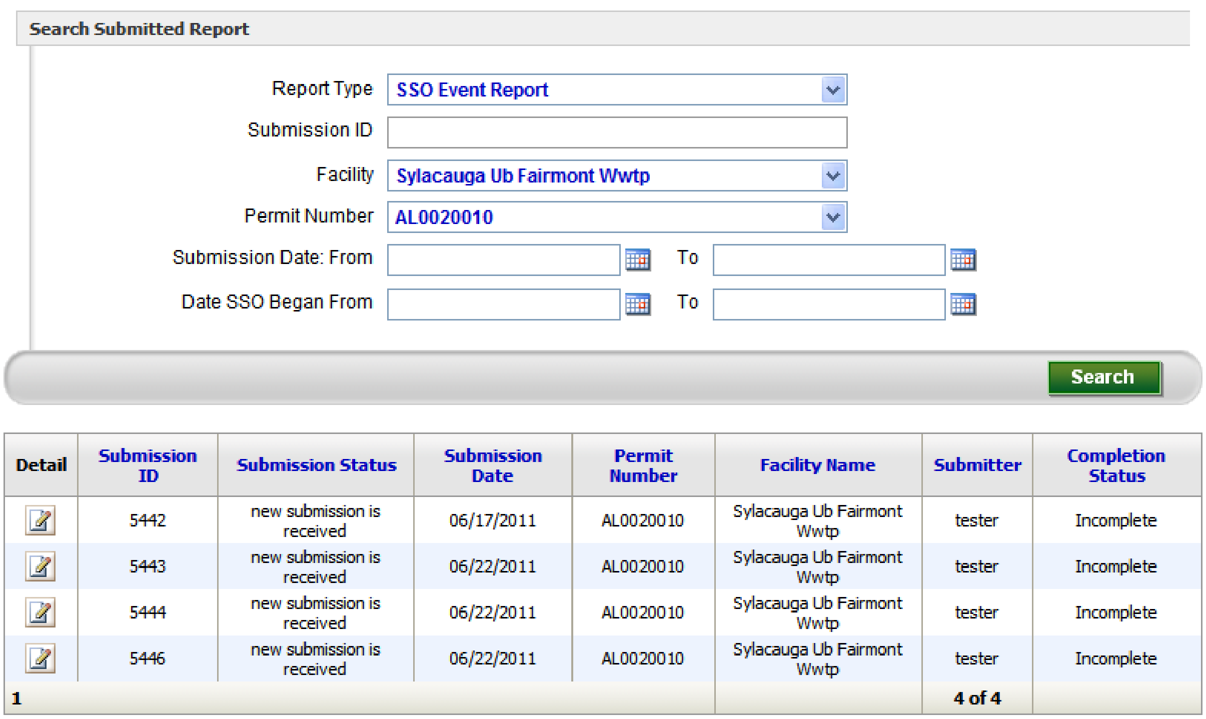
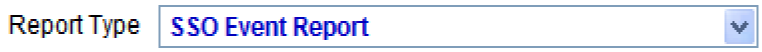


Figure 18: Submittals / Revisions: Search Screen

- The facility user should select the value "SSO Event Report" from the "Report Type" drop down combo box to search for SSO Reports.



- If the facility user does not have "SSO Viewer," "SSO Preparer," or "SSO Certifier" role, then the "SSO Event Report" is hidden from the drop down combo box.

- Any / all other criteria can be specified by the user before clicking the "Search" Search button.
  - After the "Search" button is clicked, the results of the search are displayed in the bottom part of the screen.

- Clicking on the "Detail" icon for a specific SSO Record will direct the facility user to the selected SSO Submission Record Summary, as shown in the following figure:

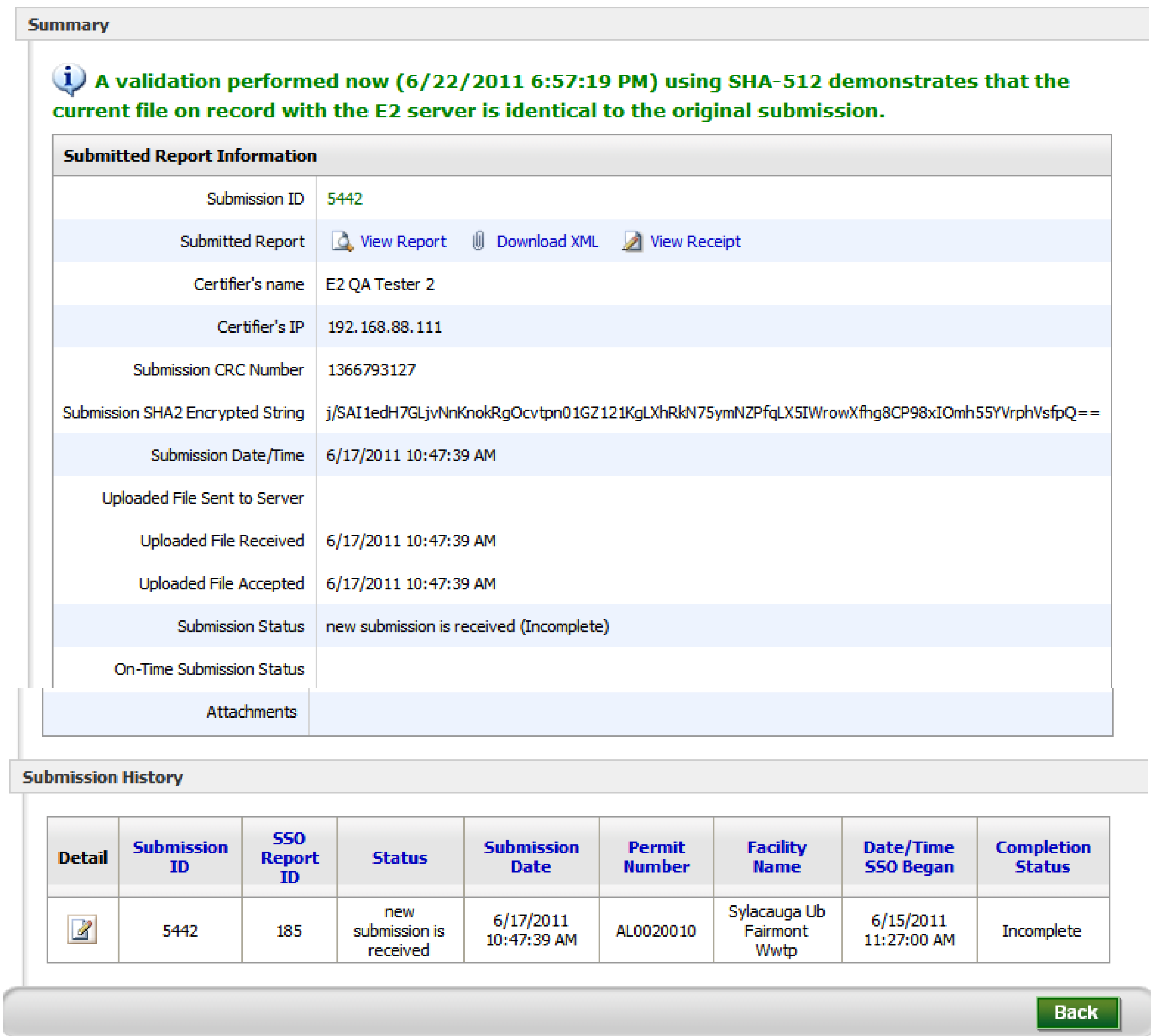


Figure 19: Submittals / Revisions: SSO Submission Record Summary Tab

- The facility user can view / print the Submitted SSO Report by clicking on "View Report" link.

- The facility user can download the XML file for the Submitted SSO Report by clicking on the "Download XML" link.

  Download XML

- The facility user can view / print the Receipt for the Receipt for the Submitted SSO Report by clicking on the "View Receipt" link.

- View Receipt

The facility user can revise the selected SSO Report Submission by clicking on the "Revision" tab, as shown in the following figure:

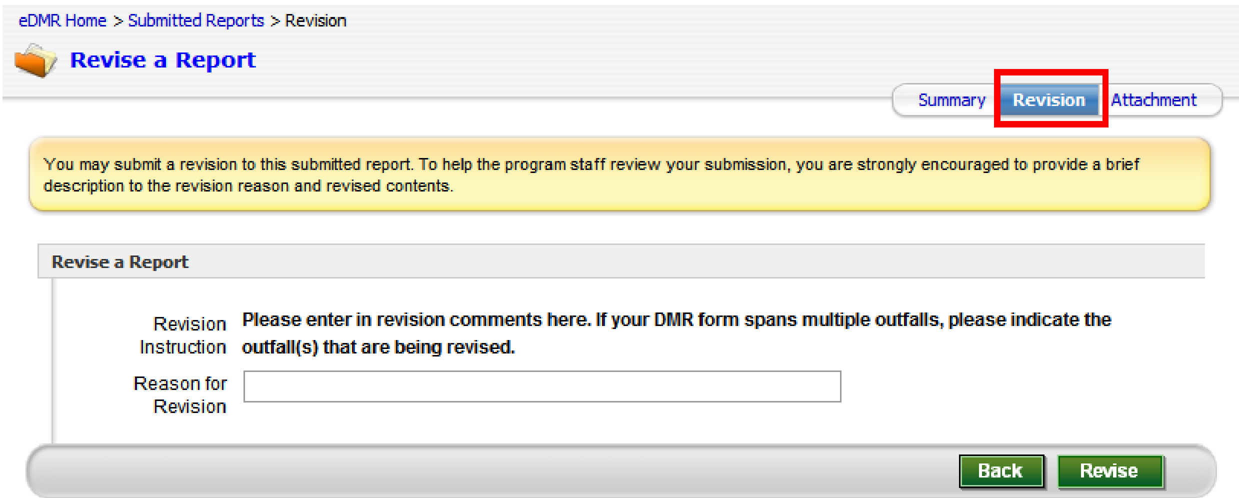


Figure 20: Submittals / Revisions: SSO Submission Record Revision Tab

- The facility user must enter a "Reason for the Revision" in the field provided.

  Reason for Revision

  - Clicking the "Revise" Revise button without populating the "Reason for the Revision" field will result in the message:

    Please enter Reason for Revision.

- Clicking on the "Revise" Revise button directs the facility user to the "SSO Report Form" screen.

- Clicking the "Back" Back button directs the facility user back to the "Submittals / Revisions Search" screen.

The facility user can add an attachment to the selected SSO Report Submission by clicking on the "Attachment" tab, as shown in the following figure:

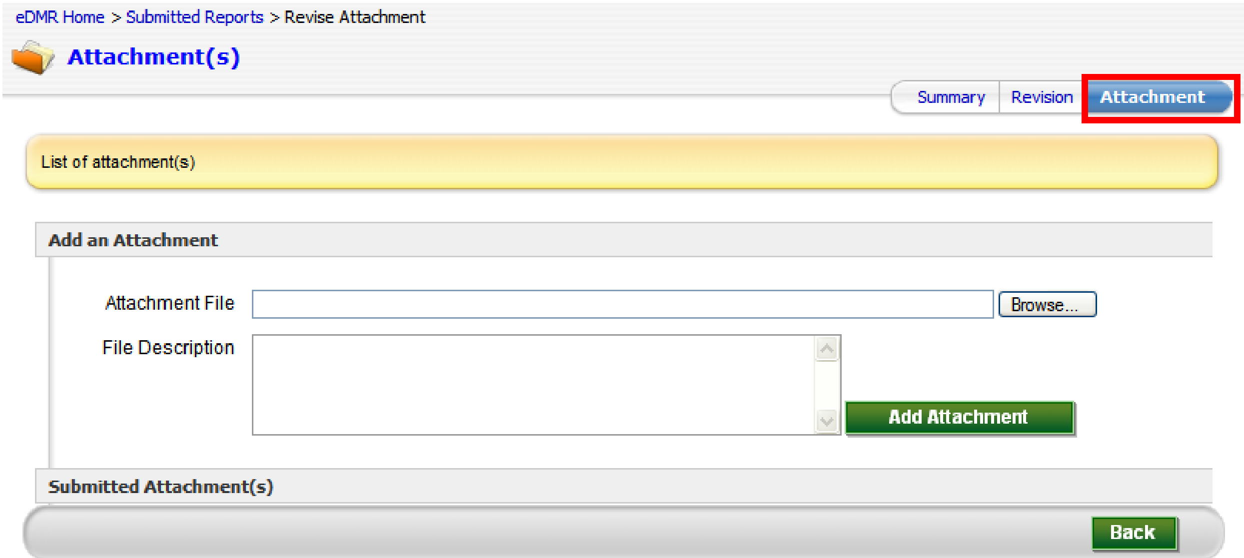
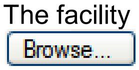


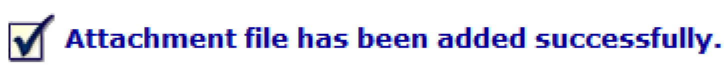
Figure 21: Submittals / Revisions: SSO Submission Record Attachment Tab

- The facility user can add an attachment from his/her computer by clicking the "Browse" 

button, and locating and selecting the desired file.
  - After uploading the desired file, the user must click the "Add Attachment" 

button to add the file to the SSO Report.
  - The "File Description" field is optional

  - Successful addition of an attachment will result in the message "Attachment file has been added successfully."



- Clicking the "Back" 

button directs the facility user back to the "Submittals / Revisions Summary" tab.

2.11 Email Notifications

The facility user can receive automatically-generated emails from the E2 system associated with SSO Report submissions.

If you have questions or comments with the e2 system, please contact the e2 Admin at e2admin@adem.alabama.gov.